

ROLL FOR BOARD OF TRUSTEES  
1960

Name	8/16	10/18	11/16	12/13
Frederick Coville	✓	✓	✓	✓
John H. Fox	✓	✓	✓	
Frederick B. Graham	✓	✓	✓	✓
C. E. Hartford	✓	✓	✓	✓
John T. Hoggard	✓	✓	✓	✓
Henry A. Marks	✓	✓	✓	✓
Harry Payne	✓	✓	✓	✓
J. Fred Rippy, Jr.		✓		✓
B. D. Schwartz	✓	✓	✓	✓
L. Bradford Tillery	✓	✓	✓	✓
Eugene B. Tomlinson		✓		✓
Raiford G. Trask		✓	✓	

Board of Trustees meeting, March 24, 1958 at the Board of Education's Office.

Eleven members present, Mr. E. L. White, Dr. John T. Hoggard, Mr. Eugene B. Tomlinson, Mr. L. Bradford Tillery, Mr. Harry Payne, Mr. Wilbur R. Dosher, Mr. Howard A. Penton, Sr., Mr. Bernard Schwartz, Mr. Fred J. Rippy, Jr., Mr. Frederick Coville, Mr. Fred Graham. Mr. C. McD. Davis was absent.

Clerk of Court, Foster Edwards, swore members in.

Dr. Hoggard called meeting to order.

Mr. Graham moved that the Board elect Dr. Hoggard as chairman of the Board of Trustees July 1. Seconded by Mr. White. Passed.

Mr. White moved to appoint a committee from the Board of Trustees and make study of the organization of the Board, and to decide who is better qualified and number of committees to make. Seconded by Mr. Tomlinson. Passed.

Dr. Hoggard appointed Mr. Rippy, Mr. Tillery, Mr. Tomlinson, Mr. Graham, and Mr. White to study and decide on the number and organization of committees. Mr. Rippy was appointed as Chairman.

Dr. Hoggard suggested that there be a close cooperation between the Board of Education and the Board of Trustees.

Mr. Tomlinson moved that a petition be put before the County Commissioners to have an election in the May Primary for the people of New Hanover County to decide whether they will match \$600,000.00 from the money for capital improvements appropriated by the 1st legislature. Passed.

Mr. Graham moved not to put State money in County Fund, but to set up a General Account holding this money and make no withdrawals. Seconded by Mr. Payne. Passed.

Mr. White moved that Dr. Randall be elected President of Wilmington College, and that Dr. Hoggard be made President Emeritus. Seconded by Mr. Schwartz. Passed.

Mr. Penton moved Mr. Davis be Vice-Chairman of the Board of Trustees. Seconded by Mr. Graham. Passed.

Mr. White ratified Dr. Randall's suggestion to make Mr. J. Marshall Crews Dean of Wilmington College. Seconded by Mr. Graham. Passed.

John T. Hoggard  
Chairman

L. Bradford Tillery  
Secretary ✓

Authorization was given to Dr. Randall by the Board of Trustees to have Summer School and Summer School salaries as previously.

Board decided salaries of College will be worked out by Finance Committee.

Mr. Tomlinson moved Dr. Randall conduct school as previously conducted. Seconded by Mr. Rippy. Passed.

Mr. Schwartz moved catalog remain as is with exception of adding new courses, dropping Radio and Television, and the changing of Board of Education to Board of Trustees. Board moved College have bids on catalog as previously. Passed.

Mr. White moved College add Electrical Fundamentals and Electrical Engineering Technology to College program. Seconded by Mr. Tomlinson. Passed.

Mr. White moved Radio and Television be abandoned. Seconded by Mr. Rippy. Passed.

Dr. Randall suggested the Board meet the College Faculty at a formal reception.

Dr. Hoggard suggested the Board view the College building. This was suggested to be done the night of the reception.

Board decided Dr. Hoggard is to ask Governor Hodges as speaker of College Graduation Exercise, June 1.

The next meeting will be decided upon and the Chairman of the Board will call each member.

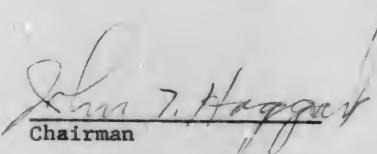
Mr. Schwartz moved salaries will stand as they are and payments and committments to continue as previously. Seconded by Mr. Tomlinson. Passed.

Mr. Schwartz moved Board of Trustees carry out committments of Board of Education's Scholarships. Seconded by Mr. Graham. Passed.

Mr. Graham moved College checks be signed until July 1 as now stand. Passed.

Mr. Graham moved Dr. Randall prepare budget as soon as possible and that contracts be signed by teachers in May instead of April. Passed.

Meeting was adjourned by Dr. Hoggard, Chairman of Board of Trustees.

  
John T. Hoggard  
Chairman

  
L. Bradford Tilley  
Secretary

## Minutes

Special Meeting of Board of Trustees, April 1, 1958, at Wilmington College.

Nine members were present: Mr. E. L. White; Dr. John T. Hoggard; Mr. L. Bradford Tillery; Mr. Harry Payne; Mr. Wilbur R. Dosher; Mr. Bernard Schwartz; Mr. Fred J. Rippy, Jr.; Mr. Fred Graham; Mr. C. McD. Davis.

Signed waivers are on file from Mr. Eugene B. Tomlinson, Jr.; Mr. Howard A. Penton, Sr.; Mr. Frederick Coville.

Dr. Hoggard called the meeting to order at 7:05 P. M.

Mr. Graham moved that reading of minutes of Meeting of March 24 be dispensed with. Seconded by Mr. Davis. Passed.

Mr. Davis moved that Miss Charlotte Herring be elected Secretary of the Board of Trustees. Seconded by Mr. Dosher. Passed.

Mr. Davis moved approval of resolution requesting the Board of County Commissioners of New Hanover County to provide \$600,000.00 by the issuance of bonds, for the use of Wilmington College for the acquirement of land and for buildings. Seconded by Mr. Schwartz. Passed.

Mr. Graham moved that the present seal of the College be adopted as the official seal of the Board of Trustees. Seconded by Mr. Payne. Passed.

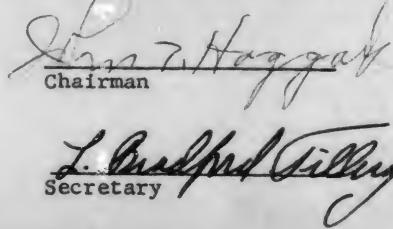
Meeting was adjourned at 7:30 P. M.

The following is the resolution to be put before the County Commissioners.

WHEREAS, Wilmington Community College is a community college under Chapter 1098 of the 1957 Session Laws of North Carolina, and the State of North Carolina has made appropriations for the financing of the cost of capital or permanent improvements for the benefit and use of certain community colleges, including Wilmington Community College, on terms which limit the amount which may be allocated to Wilmington Community College to \$600,000.00, and such amount will not be sufficient to finance the cost of the capital or permanent improvements hereinafter referred to; NOW, THEREFORE,

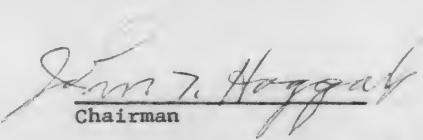
BE IT RESOLVED by the Trustees of Wilmington Community College as follows:

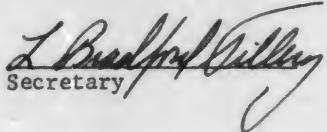
(1) The Trustees of Wilmington Community College, acting pursuant to Chapter 1098 of the 1957 Session Laws of North Carolina do hereby request the Board of Commissioners of New Hanover County to provide \$600,000.00 by the issuance of bonds of New Hanover County, pursuant to the County Finance Act, as amended, to finance the cost of acquiring land and erecting thereon, for the use of the Wilmington Community College,

  
Chairman  
  
Secretary

one or more buildings containing classrooms, laboratories, administrative offices, utility plants, libraries, cafeterias and auditoriums, and of purchasing and installing equipment suitable therefor.

(2) The Secretary is hereby directed to present a certified copy of this resolution to the Board of Commissioners of New Hanover County.

  
H. T. Haggard  
Chairman

  
L. Bradford Miller  
Secretary

Waiver of Notice

Undersigned

Eugene B. Tomlinson, Jr.

A Trustee of Wilmington College, do hereby waive notice

of a meeting of the Trustees of Wilmington College held

on Tuesday, April 1, 1958, at 7:00 p.m., at Wilmington

College and do ratify and confirm all action taken by

the Trustees thereat this 31st day of March, 1958.

Eugene B. Tomlinson Jr.

**Waiver of Notice**

**Undersigned**

**Frederick Coville**

A Trustee of Wilmington College, do hereby waive notice  
of a meeting of the Trustees of Wilmington College held  
on Tuesday, April 1, 1958, at 7:00 p.m., at Wilmington  
College and do ratify and confirm all action taken by  
the Trustees thereat this 31st day of March, 1958.

Frederick Coville

Waiver of Notice

Undersigned

Howard A. Benton, Sr.

Howard A. Benton Co., Inc. waives notice

of service of process in the above captioned case, page no. 1

Howard A. Benton Co., Inc. waives notice

of service of process in the above captioned case, page no. 2

Howard A. Benton Co., Inc. waives notice

Howard A. Benton Co., Inc. waives notice

500.00
500.00
500.00
500.00
1,000.00
<u>5,000.00</u>

85,000.00	87,500.00
65,000.00	72,120.00
48,141.00	53,000.00
<u>1,500.00</u>	<u>1,515.00</u>
<b>\$ 199,641.00</b>	<b>\$ 214,135.00</b>

the Trustees adopted  
in 1936, with reference to  
construction and operation  
follows: After the words  
"in North Carolina" in the  
following is inserted:  
"The property purchased from Mr.  
Bishop (b) is amended to  
consists of the 41 acre tract  
commonly designated the Hugh  
Bishop tract.  
to read as follows: "The  
Bishop estate, by the heirs and  
successors of the tract being all of the  
land east of N. C. Highway #132.  
The College is all of  
the running from a point 1000  
feet west of N. C. Highway #132  
to the center of the Bishop heirs  
tract, and thence to the southern-  
ly recently bought from Mr. and Mrs.

and the reason of the Building and  
purchased the Trask tract for \$25,650,

the 1st of May, on a per Company tract for \$56,875 and the Cocke  
tract for \$10,000, is ratified and approved, and the action of  
said Committee in ordering condemnation proceedings for the Bishop  
heirs, and because of the title problems inherent therein, is  
also ratified and approved.

WHEREAS, Howard A. Penton, a member of the Board of Trustees of Wilmington College and a beloved civic and business leader of this Community passed away on May 9, 1959; and

WHEREAS, the Board of Trustees is keenly aware of the loss which it has sustained through the untimely death of this fine gentleman whose unselfish devotion to his assigned tasks and whose keen insight shall ever serve as a goal for those who were associated with him; and

WHEREAS, the Board wishes to make its expression of appreciation for his service and its expression of regret over his departure a permanent part of the records of this institution;

NOW, THEREFORE, BE IT RESOLVED:

1. That the Board of Trustees of Wilmington College expresses its personal sense of loss and its deepest sympathy to the members of the family of Howard A. Penton.

2. That a copy of this resolution be spread upon the minutes of this Board and that a copy thereof be delivered to the members of his family.

Done at Wilmington College this 19th day of May, 1959.

Board of Trustees of Wilmington College

By: John T. Haggard  
Chairman

RESOLVED, that in view of the establishment of Wilmington College as a permanent educational institution, the plans for the continued growth and enlargement of the College, the need for sufficient land area to permit expansion and full utilization of resources for many years to come, the experience of other educational institutions located on limited sites, and the desirability of initial acquisition of adequate land area for all future educational, athletic, research and community service activities, the trustees hereby determine that the following land in Harnett Township, New Hanover County, North Carolina, is necessary for the proper construction and operation of the College:

(a) The 382 acre International Paper Company tract located east of North Carolina Highway #132 and north of Wrightsville Avenue.

(b) 173 acres owned by Mr. and Mrs. Raiford G. Trask bounded on the west by North Carolina Highway #132, on the east by the International Paper Company 382 acre tract, on the south by the Agnes Morton Cocke 41 acre tract and the Bishop heirs' 43 acre tract, containing 1,500 feet frontage on the east side of North Carolina Highway #132.

(c) The 41 acre tract owned by Mrs. Agnes Morton Cocke, formerly designated the Hugh MacRae & Company, Inc. Bonham tract.

(d) The 43 acre tract owned by the heirs and grantees of Abram Bishop, being all of the original Abram Bishop tract located east of North Carolina Highway #132.

If the trustees of the College are unable to agree with the owners of the above described land for the purchase thereof, said land shall be condemned in accordance with law, and the attorney for the trustees is hereby authorized to commence and prosecute condemnation proceedings when necessary, and to take all proper action in said proceedings to acquire said land at reasonable prices and in an expeditious manner.

The Building and Grounds Committee of the Board of Trustees is hereby given authority to negotiate with the owners for the acquisition of said land, to execute contracts and accept deeds, to order commencement of condemnation proceedings, to settle, compromise or adjust said proceedings, and generally to act for the Board of Trustees in the acquisition of and payment for said land.

RESOLVED, that in view of the establishment of Wilmington College as a permanent educational institution, the plans for the continued growth and enlargement of the College, the need for sufficient land area to permit expansion and full utilization of resources for many years to come, the experience of other educational institutions located on limited sites, and the desirability of initial acquisition of adequate land area for all future educational, athletic, research and community service activities, the trustees hereby determine that the following land in Barnett Township, New Hanover County, North Carolina, is necessary for the proper construction and operation of the College:

(a) The 382 acre International Paper Company tract located east of North Carolina Highway #132 and north of Wrightsville Avenue.

(b) 173 acres owned by Mr. and Mrs. Raiford C. Trask bounded on the west by North Carolina Highway #132, on the east by the International Paper Company 382 acre tract, on the south by the Agnes Morton Cocke 41 acre tract and the Bishop heirs' 43 acre tract, containing 1,500 feet frontage on the east side of North Carolina Highway #132.

(c) The 41 acre tract owned by Mrs. Agnes Morton Cocke, formerly designated the Hugh Macne & Company, Inc. Bonham tract.

(d) The 43 acre tract owned by the heirs and grantees of Abram Bishop, being all of the original Abram Bishop tract located east of North Carolina Highway #132.

If the trustees of the College are unable to agree with the owners of the above described land for the purchase thereof, said land shall be condemned in accordance with law, and the attorney for the trustees is hereby authorized to commence and prosecute condemnation proceedings when necessary, and to take all proper action in said proceedings to acquire said land at reasonable prices and in an expeditious manner.

The Building and Grounds Committee of the Board of Trustees is hereby given authority to negotiate with the owners for the acquisition of said land, to execute contracts and accept deeds, to order commencement of condemnation proceedings, to settle, compromise or adjust said proceedings, and generally to act for the Board of Trustees in the acquisition of and payment for said land.

## Minutes

Board of Trustees meeting, April 14, 1958, at Wilmington College.

Ten members present. Mr. Frederick Coville; Mr. C. McD. Davis; Mr. Wilbur Dosher; Mr. Fred Graham; Dr. John T. Hoggard; Mr. Harry Payne; Mr. Fred J. Rippy; Mr. Ben Schwartz; Mr. L. Bradford Tillery; and Mr. E. L. White.

Dr. Hoggard called the meeting to order at 7:34 P. M.

Mr. Dosher moved that the Board adopt the committees of the Board as submitted by the Organization Committee as follows:

Executive Committee - Mr. Davis, Mr. Graham, Mr. Rippy, Mr. Tillery and Mr. White.

Finance Committee - Mr. Graham, Mr. Penton, and Mr. Rippy.

Buildings and Grounds Committee - Mr. Davis, Mr. Graham, Mr. Penton, Mr. Tillery, and Mr. White.

Student Activities Committee - Mr. Dosher, Mr. Payne, Mr. Schwartz, Mr. Tillery, and Mr. Tomlinson.

Public Relations Committee - Mr. Coville, Mr. Dosher, Mr. Payne, Mr. Penton, and Mr. Schwartz.

Each committee is to elect its own Chairman from its members. Seconded by Mr. Davis. Passed.

Mr. Davis moved to defer election of a separate Secretary and Treasurer of the Board until a later date. Seconded by Mr. White. Passed.

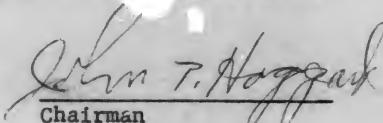
Mr. Graham moved that Mr. Dosher be nominated as a member of the Buildings and Grounds Committee. Seconded by Mr. White. Passed.

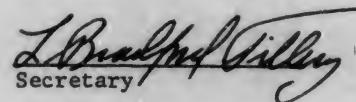
Mr. Dosher moved to continue the relations with New Hanover High School with the approval of the Board of Education, and policy with respect to acceptance of sub-college students. Dr. Hoggard was requested to make necessary arrangements with the Board of Education. Seconded by Mr. Schwartz. Passed.

Mr. Tillery moved that Mr. Hogue act as attorney for the Board of Trustees. Seconded by Mr. White. Passed.

Mr. Davis moved that Mr. Tillery draw up the proper forms requesting the County Commissioners to appropriate operational funds in the amount received from the State which were deposited in the College Account. Seconded by Mr. White. Passed.

Finance Committee decided to meet with Dr. Randall Tuesday, April 15, at 7:30 P. M. to prepare budget which is to be presented to the Board of Trustees at their next meeting.

  
John T. Hoggard  
Chairman

  
L. Bradford Tillery  
Secretary

Board decided to have next meeting on Monday night, April 21, 1958, at  
7:30 P. M., at the College.

Meeting was adjourned by Dr. Hoggard.

John T. Hoggard  
Chairman

L. Bradford Wilby  
Secretary

## Minutes

Board of Trustees meeting, April 21, 1958, at Wilmington College.

Ten members present. Mr. Frederick Coville; Mr. C. McD. Davis; Mr. Wilbur Dosher; Mr. Fred Graham; Dr. John T. Hoggard; Mr. Harry Payne; Mr. Howard A. Penton, Sr.; Mr. Fred J. Rippy; Mr. Ben Schwartz; and Mr. L. Bradford Tillery.

Dr. Hoggard called the meeting to order at 7:33 P. M.

Mr. Graham moved that the Board dispense with the reading of the minutes.

Mr. Graham proposed the budget for 1958-59 with two changes; income of tuition be changed from \$90,000.00 to \$87,000.00 and County Taxes be changed from \$68,900.00 to \$72,120.00. The proposal was made into a motion by Mr. Penton. Seconded by Mr. Davis. Passed.

Mr. Graham suggested that Dr. Randall make a summary of the additional expenses of the 1958-59 Budget that were previously paid by the Board of Education.

Mr. Tillery moved that the Finance Committee of the Board of Trustees together with Dr. Randall and such other members as desire to be present to appear before the Board of County Commissioners on Monday, April 28, at 9:30 a.m. to and notify them of the amount of taxes to be levied for the use and support of Wilmington College under Section 10 of Community College act, it having here been determined that the necessary amount be \$72,120.00. Seconded by Mr. Davis. Passed.

Dr. Hoggard moved that Dr. Randall hire instructors for 1958-59 and maintain the salaries of the adopted budget. Seconded by Mr. Schwartz. Passed.

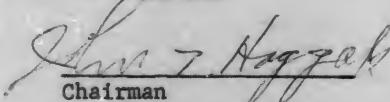
Mr. Penton amended Dr. Hoggard's motion giving Dr. Randall authority to hire Mr. Lupton as an instructor. Passed.

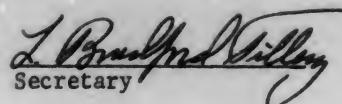
Dr. Hoggard told the Board that Governor Hodges will not be able to attend Baccalaureate, and that Dr. Randall has invited Mr. Coltrane, Director of the Budget.

Mr. Dorsey is to make arrangements with each Board member to make individual photographs.

A very informal discussion was made of the Athletic Fund by Mr. Schwartz, who is Chairman of the Student Activities Committee.

Mr. Penton moved to adjourn. Seconded by Mr. Tillery. Passed.

  
John T. Hoggard  
Chairman

  
L. Bradford Tillery  
Secretary

## Minutes

Meeting of the Board of Trustees, May 20, 1958 at Wilmington College.

Nine members present. Mr. C. McD. Davis; Mr. Wilbur R. Dosher; Mr. Frederick Graham; Dr. John T. Hoggard; Mr. Harry Payne; Mr. J. Fred Rippy, Jr.; Mr. Ben Schwartz; Mr. L. Bradford Tillery; Mr. E. L. White.

The meeting was called to order by Dr. Hoggard, chairman of the Board, at 7:39 P. M.

In the minutes of the last meeting it was stated as follows: Dr. Hoggard told the Board that Governor Hodges will not be able to attend Baccalaureate, and that Dr. Randall has invited Mr. Coltrane, Director of the Budget.

Correction to minutes should read: Dr. Hoggard told the Board that Governor Hodges will not be able to attend Baccalaureate, because he will be in Europe. He would like to accept at a later date. Dr. Randall has invited Mr. Coltrane, Director of the Budget.

Minutes stand approved as corrected.

Mr. Tillery read the By-laws for the Board of Trustees. Mr. Davis made a motion to approve the By-laws with the suggested changes. Seconded by Mr. White. Passed.

Mr. Schwartz made the motion to elect Mr. Tillery as Secretary and Mr. Rippy as Treasurer. Seconded by Mr. Graham. Passed.

The Finance Committee gave the following report:

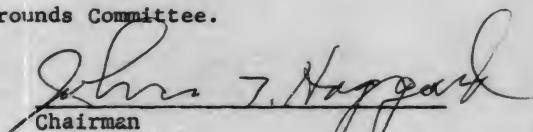
The Budget was presented to the County Commissioners on April 28, 1958 and the Trustees received a very friendly welcome.

There was discussion concerning an auditor. The Finance Committee is to receive bids from a number of Certified Public Accountants and to recommend an auditor.

Finance Committee was given power to recommend proper insurances for the College, such as: insurance on building, fidelity insurance, bond, see that all funds on deposit are insured as public funds are, and any other insurance necessary.

Mr. Payne moved to ratify Mr. Davis' suggestion that the reprint from United States News should be put into the proper hands before the May Primary Election. Seconded by Mr. Dosher. Passed.

There was no report from the Building and Grounds Committee.

  
John T. Hoggard  
Chairman

  
L. Bradford Tillery  
Secretary

Student Activities Committee gave the following report:

Student activities covers three headings: 1. Athletic. 2. Book Store and School Store. 3. Social Activities. Mr. Tillery is to head the Social Activities, Mr. Payne is to head the School Store and Book Store, and Mr. Schwartz is to head the Athletic Fund.

Mr. Graham moved to accept Mr. Schwartz' suggestion to assign to the Athletic Fund \$3.00 of the \$5.00 Activity Fee, with the remaining \$2.00 will go to the other Activities. Seconded by Mr. Rippy. Passed.

Mr. Graham moved that net profit from Book Store and School Store be deposited into the General Activities Fund, and 50% go to the Athletic Fund. Seconded by Mr. Davis. Passed.

A discussion of a bus for Athletic purposes followed.

The \$4500 allowed by the Conference for Athletic Scholarships was discussed.

Mr. Payne gave a report of the School Store and the Book Fund. The School Store and Book Store are to be operated separately with a Quarterly Audit. Prices are to be marked on each book.

Mr. Payne moved to give Dr. Randall authority to shift college tuition income to proper fund to take care of outstanding bills. Seconded by Mr. Davis. Passed.

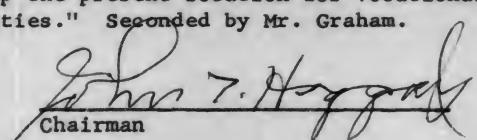
Mr. Tillery made the motion that Dr. Hoggard write a letter to Coach Brooks and post one on the bulletin board for the team commanding them on their fine job in baseball. Seconded by Mr. Payne. Passed.

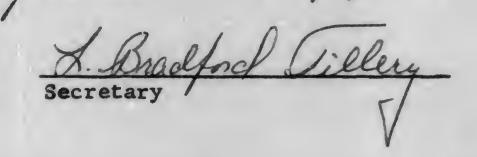
A report was given by the Public Relations Committee.

The Bond Issue was discussed. Mr. Dosher explained how the J. C.'s had won a victory for the last elections, and that we will need help to have a victory for the May Primary Election.

The Board decided on a Press Conference on Wednesday, May 21, 1958, at 8:00 p.m. at the College for the purpose of giving information about the Board's future plans for the College.

Mr. Tillery moved that the following statement be made as a public statement of the Board of Trustees: "The Board of Trustees of Wilmington College are definitely in favor of expanding and also building new buildings on a new site for the academic part of the College work. The College has outgrown its present facilities. The Board hopes to keep the present location for vocational, adult education, civic and community activities." Seconded by Mr. Graham. Passed.

  
Chairman

  
Secretary

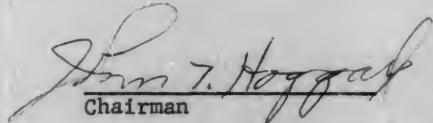
Dr. Randall invited the Board of Trustees and their wives to the Baccalaureate Services on June 1, 1958 at 4:00 p.m. at Brogden Hall, and the reception immediately following the graduation exercise at 9:15 at the College auditorium. A reminder is to be sent to each member of these functions.

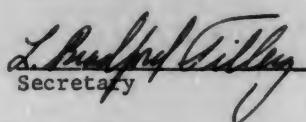
Dr. Randall told the Board of the Engineers Refresher Course that will be taught at the College next year.

Dr. Randall suggested that a trophy case be made by Mr. Doss and placed in the School Store.

The next regular meeting will be June 24, 1958. There will be a special meeting June 5, 1958, for the purpose of discussing the plans for buildings and for the expansion of the College.

Meeting was adjourned by Dr. Hoggard at 10:22 p.m.

  
John T. Hoggard  
Chairman

  
L. Burdette Willey  
Secretary

## Minutes

Special meeting of the Board of Trustees, June 5, 1958, at Wilmington College.

Nine members present. Mr. C. McD. Davis; Mr. Frederick Coville; Mr. Frederick Graham; Dr. John T. Hoggard; Mr. Harry Payne; Mr. B. L. Schwartz; Mr. L. Bradford Tillery; Mr. Eugene B. Tomlinson; Mr. E. L. White.

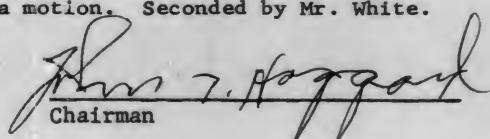
Mr. Graham made a resolution that Mr. Tillery notify the Board of Higher Education that the local Bond Issue of New Hanover County was passed and make a request that they appropriate \$600,000.00 to match our funds. Seconded by Mr. White. Passed.

Mr. Davis moved that Mr. Tillery request from the Board of Education transference of all equipment, supplies, funds, etc. used by or belonging to Wilmington College to the College. Seconded by Mr. Schwartz. Passed.

The following report from the Finance Committee was made by Mr. Graham in these recommendations:

1. That Wilmington College open bank accounts in the Bank of Wilmington: a general Fund and separate account for each operation of this College, so that we have proper accounting for each activity.
2. All checks will be signed by either the President of the College or Chairman of the Board of Trustees, and counter-signed by either the Secretary or Treasurer of the Board of Trustees.
3. All funds deposited in the bank shall be secured by such bank in a manner conforming to legal requirements for public funds. It shall be the responsibility of the President to see that this is complied with at all times.
4. No person is authorized to sign a check until the check and voucher is completely filled out, name of payee, amount, and brief description of purpose of check is described.
5. Invoices shall be properly itemized and maintained in an alphabetical order by payee, and a permanent file for vouchers shall be maintained.
6. It shall be the main responsibility of the President to pass upon the issue of checks that come within his authority. The President shall also be responsible for the safe-keeping of all financial records, as well as other records of the College.
7. The Financial Records of the College shall be audited by an independent Certified Public Accountant at the end of each calendar month and such audits made available to the Board of Trustees.

Mr. Davis made these recommendations into a motion. Seconded by Mr. White. Passed.

  
Chairman

  
Secretary

53 12

There will be a meeting of the Building and Grounds Committee in the near future. Date to be announced.

Mr. White moved that a formal letter of appreciation be sent to Mr. Al Dickson, Executive Editor, Star News; Mr. Ben BacDonald, WECT; WKLM; WGNI; WMFD; for their services in putting across the Bond Issue. Seconded by Mr. Graham. Passed.

There was a discussion made of the Williston Unit.

Meeting was adjourned at 8:38.

John T. Haggard  
Chairman

Leland Gillig  
Secretary

## Minutes

Board of Trustees meeting, June 24, 1958, at Wilmington College.

Nine members present: Mr. Frederick Coville; Mr. C. McD. Davis; Mr. Wilbur R. Dosher; Mr. Frederick B. Graham; Dr. John T. Hoggard; Mr. Harry Payne; Mr. J. Fred Rippy, Jr.; Mr. B. D. Schwartz; Mr. L. Bradford Tillery.

The meeting was called to order at 7:32 P. M. by Dr. Hoggard, Chairman of the Board.

In the minutes of the last regular meeting it was stated: Mr. Graham moved that net profit from Book Store and School Store be deposited into the General Activities Fund, and 50% go to the Athletic Fund. Seconded by Mr. Davis. Passed.

Correction to the minutes should read: Mr. Graham moved that net profit from Book Store and School Store be deposited into the General Activities Fund. Net profits from the Book Store and 50% of net profits from the School Store are to go to the Athletic Fund. Seconded by Mr. Davis. Passed.

Mr. Tillery moved that the minutes of the regular meeting of May 20, 1958 stand approved as corrected. Seconded by Mr. Payne. Passed.

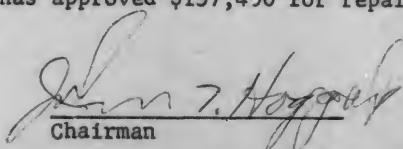
In the minutes of the last special meeting it was stated: Mr. White moved that a formal letter of appreciation be sent to Mr. Al Dickson, Executive Editor, Star News; Mr. Ben MacDonald, WECT; WKLM; WGNI; WMFD; for their services in putting across the Bond Issue. Seconded by Mr. Graham. Passed.

Correction to the minutes should read: Mr. White moved that a formal letter of appreciation be sent to Mr. Al Dickson, Executive Editor, Star News; Mr. Ben MacDonald, WECT; WKLM; WGNI; WMFD; and Mayor J. E. L. Wade, for their services in putting across the Bond Issue. Seconded by Mr. Graham. Passed.

Mr. Tillery moved that the minutes of the special meeting of June 5, 1958 stand approved as corrected. Seconded by Mr. Davis. Passed.

Dr. Randall gave a report of Wilmington College's transfer students to North Carolina State College. One hundred ninety-seven subjects were taken by our students in the Spring semester, for which they received 28 A's, 86 B's, 57 C's, 19 D's, and 7 F's.

Dr. Randall explained that the A Budget is for capital improvement. It has been estimated that \$87,400 for the College building and \$50,000 for Vocational Building, if the Vocational Building be turned over to the College from the Board of Education would be needed for renovation and repairs. The State Department of Construction and Property has approved \$137,400 for repairs and renovation of these buildings.

  
John T. Hoggard  
Chairman

  
L. Bradford Tillery  
Secretary

Mr. Davis moved that the Board request \$137,400 for repairs and renovation from the State. Seconded by Mr. Payne. Passed.

Report of the Executive Committee.

With the approval of the committee Mr. White is now Chairman of the Executive Committee.

The Finance Committee gave the following report:

Mr. Graham moved to purchase a Burroughs Accounting Machine for the Office of the College. This is to be purchased with funds from the present budget. Seconded by Mr. Davis. Passed.

Mr. Graham moved that checks be valid when signed by the President of the College and Chairman of the Board of Trustees. Seconded by Mr. Tillery. Passed.

Mr. Graham moved that a Petty Cash Fund be set up with disbursements having itemized invoices and each voucher be signed by the president of the College. Seconded by Mr. Tillery. Passed.

Mr. Payne moved to empower the Finance Committee to obtain proper insurance for the College. Seconded by Mr. Tillery. Passed.

Buildings and Grounds Committee gave the following report:

With the approval of the committee Mr. Davis is now Chairman of the Buildings and Grounds Committee.

A progress report was made by the Buildings and Grounds Committee.

Student Activities Committee gave the following report:

1. The Exchange Club has taken over the School Store as a project.

2. Wilmington Merchants Association will have an Employment Bureau at the College next year to hire students who need and want work.

Mr. Davis moved that a TV Program on "Main Street--North and South Carolina" on July 2, 1958, for the amount of \$200 be shown for public interest. This will be under the direction of Ben MacDonald. Seconded by Mr. Payne. Passed.

Mr. Davis moved that a letter of appreciation be sent to Mr. Coltrane for his services during the Commencement Exercises. Seconded by Mr. Schwartz. Passed.

The meeting was adjourned at 9:28.

The next regular meeting of the Board will be held at the College at 7:30 p.m., Tuesday, July 29, 1958.

J. W. Haggard  
Chairman

L. Bradford Tillery  
Secretary

STATE OF NORTH CAROLINA

COUNTY OF NEW HANOVER

Whereas, the General Assembly of the State of North Carolina did, during its last Session enact legislation providing for appropriations for capital or permanent improvements for Community Colleges on an equal matching funds basis, and;

Whereas, by a duly conducted bond election, the people of New Hanover County have raised Six Hundred Thousand (\$600,000.00) Dollars for this purpose;

Now, therefore be it resolved:

1. That this Board commence immediately to prepare preliminary studies and cost estimates and proposals for the purchase of all original equipment to be installed therein involving the expenditure of state funds, for submission to and approval by the Board of Higher Education and the State Budget Bureau.

2. That a copy of this resolution be forwarded to the State Budget Bureau and a copy to the Board of Higher Education, it being the intention of this Board that this copy shall serve as a formal request to said agencies to appropriate and set aside for the use of Wilmington College the sum of Six Hundred Thousand (\$600,000.00) Dollars, subject to the restrictions of the "Community College Act.

3. That a copy of this resolution be spread upon the minutes of this Board.

This the \_\_\_\_ day of June, 1958.

Board of Directors of Wilmington College

By: John J. Haggard  
Chairman

Attest: B. Redford Titter  
Secretary

## Minutes

Regular meeting of the Board of Trustees, July 29, 1958 at Wilmington College.

Eleven members present: Mr. C. McD. Davis; Mr. Wilbur R. Dosher; Mr. Frederick Graham; Dr. John T. Hoggard; Mr. Harry Payne; Mr. Howard Penton, Sr.; Mr. J. Fred Rippy, Jr.; Mr. B. D. Schwartz; Mr. L. Bradford Tillery; Mr. Eugene B. Tomlinson; Mr. E. L. White.

The meeting was called to order at 7:29 p.m. by Dr. Hoggard, Chairman of the Board. Mr. Tillery moved to dispense with the roll call. Seconded by Mr. Tomlinson. Passed.

Mr. Tillery moved that the minutes of the regular meeting of June 24, 1958 stand approved as read. Seconded by Mr. White. Passed.

Mr. Graham moved that all present committees, Chairman, Vice Chairman, Secretary, Treasurer, and Assistant Secretary be reelected. Seconded by Mr. White. Passed.

Mr. Davis moved that the College not participate in the Southern Association Survey until 1962. Seconded by Mr. White. Passed.

Mr. White moved that Dr. Randall attend the Building Conference at Columbia University on October 27, 28, 29, 1958. Any other member who wishes to attend is invited to do so. Seconded by Mr. Davis. Passed.

Dr. Randall explained that the "B" Budget asking for money for operation and capital improvement for added services, has to be presented to the Advisory Budget Commission by August 10, 1958.

Mr. Tillery moved to ask for an audience with the Budget Commission and explain our situation, but not to ask for money at this time. Seconded by Mr. Tomlinson. Passed.

Mr. Graham moved to pay legal fees for handling the \$600,000 Bond Issue from the General Expense in the 1958-59 College Budget. Seconded by Mr. White. Passed.

Mr. Graham moved that regular meetings of the Board of Trustees be held on the 2nd Tuesday in each month. Seconded by Mr. Schwartz. Passed.

Mr. Dosher moved that we consider having a Department of Drama, if it can so be arranged with the Thalians that our Teacher of Drama be their advisor to Thalian plays and the Thalian Hall may be used by our students. Seconded by Mr. Payne. Passed.

Mr. Graham moved that the President have a period of two weeks for vacation. Seconded by Mr. Dosher. Passed.

John T. Hoggard  
Chairman

L. Bradford Tillery  
Secretary

Building and Grounds Committee gave the following report:

They turned over to the College the deed to the Isaac Bear Building. Date of transferral read July 28, 1958.

Mr. Tillery moved to write a letter asking for a withdrawal of the Board's request for the Municipal Golf Course. Seconded by Mr. Tomlinson. Passed. The letter is to be signed by the Chairman of the Board.

Mr. Davis resigned as Chairman of the Buildings and Grounds Committee.

Mr. Tillery moved to appoint Mr. Graham as Chairman of the Buildings and Grounds Committee. Seconded by Mr. White. Passed.

The Finance Committee gave the following report:

Mr. Graham has employed a Certified Public Accountant, estimated cost of \$800 per year.

An Accounting Machine has been purchased, the total cost being \$4,100.

Mr. Graham explained a new bookkeeping system is to be installed.

Proper Bonds for officers handling College funds have been secured.

\$160,000 insurance policy has been secured on the Building and \$40,000 insurance policy has been secured on the Contents of the Building. One-half of this is to be obtained through a Mutual Insurance Company and the other half through a Stock Company.

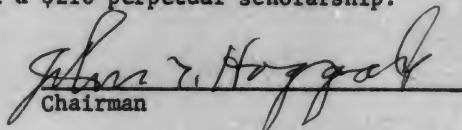
Mr. White moved to accept action of the Finance Committee. Seconded by Mr. Penton. Passed.

A rented lock box at the Wilmington Savings and Trust Company has been obtained. Mr. Graham moved that any two of the following three may be permitted to enter in the box: the President, Treasurer, and Chairman of the Board. Seconded by Mr. White. Passed.

Mr. Graham moved that the President and Treasurer jointly be empowered to authorize any bank or other financial agency to release bonds or other securities which have been pledged to secure any deposited funds for the account of Wilmington College. Seconded by Mr. Schwartz. Passed.

The Student Activities Committee gave the following report:

Mr. Schwartz told the Board that WGNI has given a \$210 perpetual scholarship.

  
John R. Hoggard  
Chairman

  
L. Bradford Tillery  
Secretary

The Student Lounge is being redecorated by the Exchange Club.

Mr. Schwartz then read a policy which the Student Activities Committee, School Store, and Book Store are to conform with..

Meeting was adjourned at 9:03 P. M.

Jean T. Hoggard  
Chairman

L. Bullock Willey  
Secretary

## Minutes

Regular meeting of the Board of Trustees, August 12, 1958, at 7:30 p.m. at Wilmington College.

Eight members present. Mr. Frederick Coville; Mr. Wilbur R. Dosher; Mr. Frederick B. Graham; Dr. John T. Hoggard; Mr. Harry Payne; Mr. J. Fred Rippy, Jr.; Mr. L. Bradford Tillery; Mr. E. L. White.

Dr. Hoggard, Chairman of the Board, called the meeting to order at 7:30 p.m.

In the minutes of the meeting of July 29, 1958, it was stated: Mr. Graham has employed a Certified Public Accountant.

The minutes should read: The Finance Committee, as directed by the Board of Trustees, has employed Cherry, Bekaert, and Holland, Certified Public Accountants.

The following report was given by the Student Affairs Committee:

Mr. Brogden came before the Board of Trustees representing the New Hanover High School Athletic Department to explain to the Board the policy that is proposed between New Hanover High School and Wilmington College in regard to transportation for athletic purposes. By purchasing one station wagon for the College, the College will be able to use New Hanover High School station wagons and New Hanover High School will be able to use the College station wagon. An account will be kept of the mileage of the borrowed wagon and at the end of the year the school having the most mileage will pay the difference of 10¢ per mile.

Mr. Rippy moved to let the Student Affairs Committee decide upon the purchase of a station wagon which can be used jointly by the College and the High School with the College having an opportunity to use the High School station wagon through the policy between the High School Athletic Department and the College Athletic Department. Seconded by Mr. Tillery. Passed.

Buildings and Grounds Committee gave the following report:

The Buildings and Grounds Committee has been looking at various sites.

All the architects in New Hanover County have been invited to a conference on August 20 to talk about the buildings the College proposes to build.

Mr. Graham moved to thank Mr. Schwartz for the cigars and congratulate him on becoming a grandfather. Seconded by Mr. White. Passed.

Finance Committee gave the following report:

Mr. Graham presented the first financial statement.

John T. Hoggard  
Chairman

L. Bradford Tillery  
Secretary

Mr. Tillery moved that Dr. Randall ask for bids from various Coal Companies for a coal contract and accept the lowest bid. Seconded by Mr. Graham. Passed.

The President gave the following report.

Summer school will end on August 27, 1958.

Freshman orientation will be on Wednesday, September 3, 1958.

On September 4, 1958, a reception for incoming Freshmen will be held and all Board members are invited to attend.

Dr. Randall explained the situation of the boilers and asked that they be inspected.

A \$250 scholarship has been received from Riegel Paper Co.

A \$300 scholarship has been awarded to Miss Merritt-Holland by the Merritt-Holland Co.

Dr. Randall asked permission for Mr. J. C. Reynolds to use Wilmington College as a guinea pig for a community college study. Two men will inspect the College for a period of two months.

Dr. Randall explained about the Engineering Refresher Course that is to be offered next year. The course will run for a period of thirty weeks. The tuition that is paid by the student for the course will be enough to cover the heating, light, and instructor. This will be an expenditure outside the budget, and the income may have to be appropriated by the Board.

Mr. White moved to accept the Refresher Course as proposed by Dr. Randall with the fees of the students offsetting the expense of the course. Seconded by Mr. Graham. Passed.

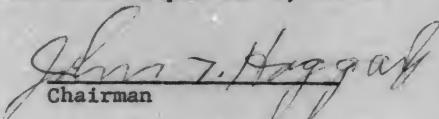
Dr. Randall told the Board of a Group Insurance Policy that faculty members can obtain at the rate of 60¢ a month for a \$1,000 life insurance policy.

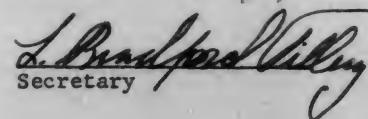
Dr. Randall presented a letter from the Grass Roots Opera, who will give a concert for \$250 plus meals and lodging.

Mr. Tillery moved to let the Student Affairs Committee decide on the Grass Roots Opera. Seconded by Mr. Rippy. Passed.

Meeting was adjourned at 8:55 p.m.

Next regular meeting of the Board of Trustees will be on September 9, 1958.

  
John Z. Haggard  
Chairman

  
L. Bradford Tillery  
Secretary

Regular meeting of the Board of Trustees, September 9, 1958 at Wilmington College.

Eight members present: Mr. Frederick Coville; Mr. Wilbur R. Dosher; Mr. Frederick B. Graham; Dr. John T. Hoggard; Mr. Harry Payne; Mr. B. D. Schwartz; Mr. L. Bradford Tillery; Mr. E. L. White.

Dr. Hoggard, Chairman of the Board, called the meeting to order at 7:31 p.m.

The minutes of August 12, 1958 were read and approved.

Dr. Randall gave an estimate on the number of students enrolled for fall quarter and the amount of tuition paid and due.

Dr. Randall presented the Board with the resolution from the Advisory Budget Commission. The resolution allocated to Wilmington College the sum of \$550,000 for capital improvements in the form of buildings and equipment to be matched by local funds.

Mr. Tillery moved that it be resolved by the Board of Trustees of Wilmington College to accept the funds appropriated by the State of North Carolina for capital improvement under the Community College Act and request that the Bond Attorney, Mr. Hogue, take such steps as are necessary to obtain funds covered by the Bond Issue heretofore passed on by the voters of New Hanover County. Seconded by Mr. Graham. Passed.

Mr. Graham moved to send a letter of deep regret to Mr. C. McD. Davis, since he is not eligible to remain on the Board of Trustees of Wilmington College. Thanks and grateful appreciation for his fine constructive work for Wilmington College during his term should be extended to him. Seconded by Mr. Schwartz. Passed.

Mr. White moved to correct minutes of July 29, 1958 as follows:

"Mr. Graham moved that all present committees, Chairman, and Vice Chairman, Secretary, Treasurer, and Assistant Secretary of the Board of Trustees be re-elected. Seconded by Mr. White. Passed."

The following statement should be included:

"Mr. Davis stated that because of his proposed change of residence from the city to the county beginning October 1, he will automatically thereafter become ineligible to continue to serve any part of the remainder of the term to which he was appointed, but that he would remain a member of the Board until October 1, though not thereafter."

Minutes read, "The Buildings and Grounds Committee gave the following report: "They turned over to the College the deed to the Isaac Bear Building. Date of transferal read July 28, 1958."

John T. Hoggard  
Chairman

L. Bradford Tillery  
Secretary

The minutes should read: "Mr. Davis stated that he had only two subjects to report on, the first being that the Board of Education of New Hanover County has deeded to the Trustees of Wilmington College (with a reverter clause) the grounds and building known as Isaac Bear Memorial Building and presently used by the College. He stated that the deed had been recorded on July 28, 1958, and he submitted the deed to the meeting."

"Mr. Davis referred to the request made upon the City Council at hearing before it on July 24, 1958, for a gift of the Municipal Golf Course, and stated that he had no reason to think that the request would not be granted by the Council."

The minutes read: "Mr. Tillery moved to write a letter asking for a withdrawal of the Board's request for the Municipal Golf Course. Seconded by Mr. Tomlinson. Passed. The letter is to be signed by the Chairman of the Board."

The minutes should read: "Mr. Tillery moved to write a letter asking for a withdrawal of the Board's request for the Municipal Golf Course. Seconded by Mr. Tomlinson. Passed, with Mr. Davis voting in the negative."

"The letter is to be signed by the Chairman of the Board."

Mr. White moved that the minutes of July 29, 1958 stand approved as corrected. Seconded by Mr. Payne. Passed.

Dr. Randall then told the Board members of the 1,000 records Richard Dunlea, Jr. had given the college on behalf of Radio Station WMFD and also of the \$100 scholarship.

Mr. Coville moved that a resolution of thanks be sent to Mr. Dunlea for the records and the \$100 scholarship. Seconded by Mr. Dosher. Passed.

Dr. Randall told the Board that John Marshall had already given our contract for coal to North-Smith Coal Company under state contract at \$11.99 a ton.

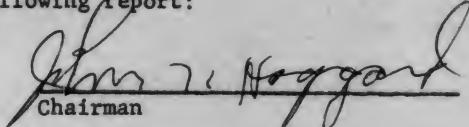
Dr. Randall told the Board that hearings on the B Budget for capital improvement would be held on September 16, 1958 from 2:00 - 5:00 p.m. in Raleigh.

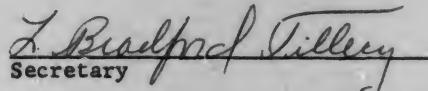
Mr. Graham moved that Mr. White and Dr. Randall make the necessary recommendations with respect to requests for appropriations under the B Budget. Seconded by Mr. Dosher. Passed.

Dr. Randall explained the Medical Technology program which James Walker Memorial Hospital is planning to offer.

Mr. Dosher moved to cooperate fully with James Walker Memorial Hospital in the Medical Technology Program. Seconded by Mr. Payne. Passed.

Buildings and Grounds Committee gave the following report:

  
John J. Hoggard  
Chairman

  
L. Bradford Tillery  
Secretary

Mr. Graham, Chairman of the Committee, reported that the Committee is working hard studying several sites very carefully and objectively. The Committee hopes within two weeks they will have a site the Board will approve. A special meeting will be called for that purpose.

Mr. Graham moved to request the City Council to close Meadows Street beginning at the College property to East 13th Street. Seconded by Mr. Tillery. Passed.

Student Activities Committee gave the following report:

Mr. Schwartz moved to accept the insurance program through the National Junior College Athletic Association, for athletic purposes. This will cover opposing teams as well as Wilmington College Teams during games. Seconded by Mr. Graham. Passed.

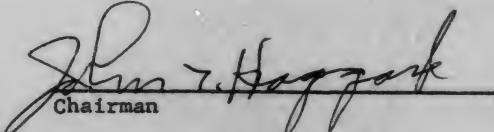
Mr. Schwartz told the Board the Committee has deferred the Grass Roots Opera until next year.

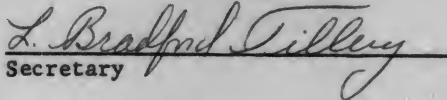
Mr. Schwartz told the Board the College would be unable to purchase a station wagon. New Hanover High School is purchasing a Queen City Bus and the College will be able to use this bus.

Mr. Payne moved that the President work through the Executive Committee in the selection and hiring of faculty members and in the revision and development of the curriculum. Seconded by Mr. Schwartz. Passed.

Mr. Tillery moved that the meeting be adjourned. Seconded by Mr. Schwartz. Passed.

Next regular meeting will be on October 14, 1958.

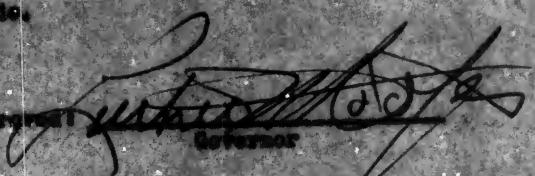
  
John R. Hazzard  
Chairman

  
L. Bradford Tillery  
Secretary

RESOLUTION OF ADVISORY BUDGET COMMISSION

BE IT RESOLVED that of the \$1,500,000.00 appropriation made to the Budget Bureau by Section 4 of Chapter 1341 of the 1957 Session Laws of North Carolina for Community Colleges, there is hereby allocated to the Wilmington Community College the sum of \$550,000.00 to be expended by such Community College for the construction and equipment of new classroom buildings at the Wilmington Community College, this allocation to be made available to the Wilmington Community College periodically on a matching basis in amounts equal to bond proceeds or other funds raised locally for the Wilmington Community College and deposited and set aside for the purpose for which this allocation is made.

Approved

  
Governor

I hereby certify that the foregoing resolution was adopted by the Advisory Budget Commission at a meeting held August 27, 1958.

Witness my hand this 29th day of August, 1958.



J. B. Moore  
Secretary

Special meeting of the Board of Trustees, September 18, 1958, at Wilmington College.

Eight members present: Mr. Frederick Coville; Mr. Frederick B. Graham; Dr. John T. Hoggard; Mr. Harry Payne; Mr. J. Fred Rippy; Mr. B. D. Schwartz; Mr. L. Bradford Tillery; Mr. E. L. White.

Dr. Hoggard, Chairman of the Board, called the meeting to order at 7:45 p.m.

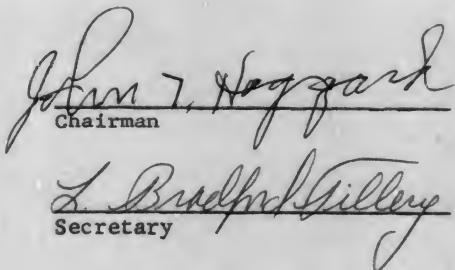
The special meeting was called to discuss a recommended land site with the Buildings and Grounds Committee.

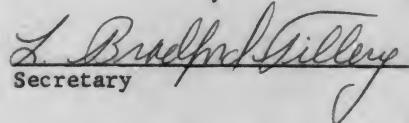
Mr. Graham moved that the Board approve two tracts of land subject to the approval of the proper authorities of the State of North Carolina; The Raiford G. Trask tract of approximately 170 acres and the International Paper Company tract of approximately 380 acres. The land may be purchased for approximately \$150 an acre. Seconded by Mr. White. Passed.

Mr. Graham discussed two other tracts of land: 80 acres of land in two parcels which abuts on the two above parcels and has a frontage of approximately 1,300 feet on the highway.

Mr. Graham moved to employ proper counsel, to be agreed upon by the Board, to negotiate for this land and make every effort to buy it at a fair price; if negotiation fails the Buildings and Grounds Committee and the Chairman of the Board of Trustees will take necessary legal steps to condemn the land. In the opinion of the Board of Trustees, these two tracts of land will be essential for the uses of Wilmington College. This resolution is also subject to the approval of the proper authorities of the State of North Carolina. Seconded by Mr. Tillery. Passed.

Mr. Tillery moved to adjourn the meeting at 8:15 p.m. Seconded by Mr. Graham. Passed.

  
John T. Hoggard  
Chairman

  
L. Bradford Tillery  
Secretary

## Minutes

Special meeting of the Board of Trustees, September 22, 1958, at Wilmington College.

Eleven members present: Mr. Frederick Coville; Mr. Wilbur R. Dosher; Mr. Frederick B. Graham; Dr. John T. Hoggard; Mr. Harry Payne; Mr. Howard A. Penton; Mr. J. Fred Rippy, Jr.; Mr. B. D. Schwartz; Mr. L. Bradford Tillery; Mr. Eugene B. Tomlinson; Mr. E. L. White.

Dr. Hoggard, Chairman of the Board, called the meeting to order at 7:36 p.m.

The special meeting was called to discuss and select an architect, and also to discuss how Wilmington College will grow in the next ten years.

Mr. White moved to approve the minutes of the special meeting of September 18, 1958. Seconded by Mr. Dosher. Passed.

Mr. Payne moved to engage the two firms of Ballard and McKim, and Leslie N. Boney to prepare the plans, specifications, and provide adequate supervision for the Wilmington College Buildings provided that suitable working arrangements between Ballard and McKim, and Leslie N. Boney shall meet the approval of the Buildings and Grounds Committee. Seconded by Mr. White. Passed.

Dr. Randall outlined a Ten Year Plan of growth and development for Wilmington College. The plans include five Buildings, to accommodate 2,500 students.

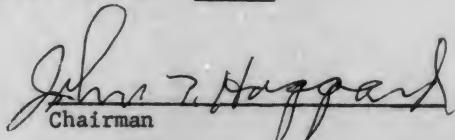
- A. Classroom and Laboratory Building
- B. Combination Library and Administrative offices
- C. Working Gymnasium and Auditorium. This building will include Student recreation and lounge space, which will relieve the Library of 10,000 square feet.
- D. Science Building. This will relieve the first building of 10,500 square feet.
- E. Combination Classrooms for a single department and the permanent administrative offices. This will relieve the Library of the administrative offices, giving the Library space to expand.

The Board appointed Mr. Tomlinson to the Buildings and Grounds Committee effective October 1, 1958.

Mr. Graham moved that Dr. Randall invite Governor Hodges to be speaker at the Commencement exercise in June. Seconded by Mr. White. Passed.

The Board expressed their congratulations to Mr. Graham on his new appointment as President of the Wilmington Savings and Trust Company.

Mr. Tillery moved to adjourn. Seconded by Mr. Penton. Passed.

  
John T. Hoggard  
Chairman

  
L. Bradford Tillery  
Secretary

## Minutes

Meeting of the Board of Trustees, October 14, 1958, at Wilmington College.

Eight members present: Mr. Frederick Coville; Mr. Wilbur Dosher; Dr. John T. Hoggard; Mr. Harry Payne; Mr. J. Fred Rippy, Jr.; Mr. B. D. Schwartz; Mr. L. Bradford Tillery; Mr. E. L. White.

Dr. Hoggard, Chairman of the Board, called the meeting to order at 7:32 P. M.

Mr. Tillery moved that the minutes of the regular meeting of September 9, 1958, stand approved as read. Seconded by Mr. Rippy. Passed.

Mr. White moved that the minutes of the special meeting of September 18, 1958, stand approved as read. Seconded by Mr. Tillery. Passed.

Mr. Coville moved that the minutes of the special meeting of September 22, 1958, stand approved as read. Seconded by Mr. Payne. Passed.

Dr. Randall informed the Board that Governor Hodges will not be able to accept the invitation to be speaker at the June Commencement Exercise.

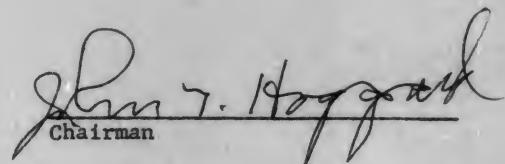
Mr. Payne moved that Dr. Randall invite Superintendent of the United States Merchant Marine Academy-Rear Admiral Cordon McLintock. Seconded by Mr. Tillery. Passed.

Mr. White moved that the students entering under the Department of Public Instruction Rehabilitation Division be given scholarships for tuition and fees. This is to be made a permanent policy. Seconded by Mr. Schwartz. Passed.

Mr. Payne moved to give one scholarship for a student entering under the James Walker-Memorial Hospital - Wilmington College Medical Technology program. Seconded by Mr. Dosher. Passed.

Dr. Randall told the Board he had presented the Ten Year Plan for growth and development to the Budget Commission in Raleigh. He was informed that a Working Gymnasium and Auditorium should be called a Physical Education Building.

Mr. Tillery moved to accept the following resolution on the Bond Issue. Seconded by Mr. Coville. Passed.

  
John T. Hoggard  
Chairman

  
L. Bradford Tillery  
Secretary

"WHEREAS, the electorate of New Hanover County did at the election held on May 31, 1958, approve the issuance of \$600,000.00 of school bonds for the building and equipping of class rooms and buildings at Wilmington College and the acquiring of land for Wilmington College; and,'

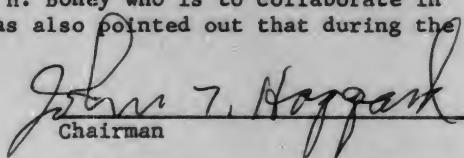
'WHEREAS, the Board of Trustees deem it necessary and expedient to immediately proceed to acquire the land and build the buildings and equip the same;'

'NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Wilmington College request the County Commissioners of New Hanover County to issue bonds for the benefit of Wilmington College under the applicable statutes not to exceed \$600,000.00 for the use of Wilmington College in accordance with the laws applicable thereto."

Mr. Tillery presented the Board with a letter from Mr. Paul Johnson, from the Department of Administration, Raleigh, N. C. The letter stated: "We have had our Property Attorneys go thoroughly into the matter of the purchase and title of real estate for Community College Development. They have conferred with the Attorney General, and the Conclusions they reached are as follows: 1. The money provided by the 1957 General Assembly is a grant-in-aid only and, therefore, buildings constructed from the use of these funds are not to be State-owned buildings. 2. State money granted pursuant to the 1957 Act cannot be used for the purchase of land. Local funds exclusively must be used for this purpose. 3. The money granted by the State is to be used for the construction and equipment of new classroom buildings only, and title to these buildings will be in the name of the college rather than the name of the State. The total effect of the above analysis is to remove land purchases, building supervision, etc. of community colleges from any supervision by the Department of Administration and, therefore, we are without authority to act on behalf of the college in the acquisition of the property you are about to purchase."

Mr. Tillery moved that the Board accept the minutes of the Building and Grounds committee of October 8, 1958 as follows. Seconded by Mr. Payne. Passed.

"On October 9, 1958, a meeting was held in the downtown office of Wilmington Savings & Trust Company by the above committee. Those present were Dr. John T. Hoggard, Howard Penton, L. Bradford Tillery, E. L. White, and Fred B. Graham. Meeting with the committee were Dr. William M. Randall, representing the college and L. N. Boney, Jr. and Herbert McKim, representing the architects. A letter from Mr. Boney was read indicating that the architects agreed to accept employment in a joint venture. Leslie N. Boney, Jr., was designated as architect in charge. It was pointed out to the committee that during the planning stage and in the absence of Leslie N. Boney, Jr., the contact with the architects would be through Charles H. Boney who is to collaborate in design with Frank I. Ballard. It was also pointed out that during the

  
John T. Hoggard  
Chairman

  
L. Bradford Tillery  
Secretary

construction stage, in the absence of Leslie N. Boney, Jr., that contact with the architects would be through Frank I. Ballard who is to have charge of the general supervision.'

'It was recommended in the letter that an educational consultant be employed to advise the Board of Trustees. A general discussion followed and it was the unanimous opinion of the committee that it decline to employ such a consultant pending further investigation and consultation with the State Board of Higher Education. It was pointed out that Dr. Randall has served in such a capacity for other colleges. The architects were requested to check on the possibility of obtaining advice in this regard from a consultant presently employed by the State of North Carolina to make studies of the over-all educational program for the state, in the hope that such services might be obtained without cost to the college.'

'In response to a request of the architects that the committee designate someone to act for the Board in preliminary planning of classroom layout, etc., the committee designated Dr. Randall as its agent.'

'The committee agreed to make a formal request of Mr. Addison Hewlett, New Hanover County Representative to the General Assembly to push legislation clearing a way for the use of State funds in the purchase of land by Community College. The committee advised the architects that it estimates the sum of \$1,000,000 will be available for buildings and site improvement; it being felt that the balance of funds on hand or to be acquired would be needed for the purchase of land. The committee then discussed with the architects projected steps in the construction project as listed below:

1. Architect to inspect site with Building Committee and advise scope of topo and test borings which are to be provided by the owner.
2. Architects meet with Building Committee to discuss procedure.
3. Architects meet with Building Committee and State Board of Higher Education to discuss procedure and secure necessary information to project College's 10-year requirements and to translate same into Building and Equipment costs.
4. Building Committee selects educational consultant.

John T. Haggard  
Chairman

L. Bradford Gillery  
Secretary

- 4A. Owner submits topography and site information to architects.
5. Architect submits 10-year requirements to Building Committee.
6. Building Committee submits 10-year requirements to State Board of Higher Education.
7. Educational consultant studies problem and meets with Building Committee, Board of Higher Education and Architect.
8. Educational consultant submits program recommendations to Building Committee.
9. Architect prepares studies of Master Plan based on program.
10. Architect submits Master Plan to Building Committee for approval.
11. Architect modified Master Plans as required and prepares schematic drawings for buildings, preliminary cost estimates will be given.
12. Architect modified as required and submits to reviewing agency.
13. Architect modifies as required and in turn prepares, (A) preliminary plans, (B) intermediate drawings, and (C) working drawings for approval of Building Committee and Reviewing Agency.
14. Project is advertised and bids are received.
15. Contracts are executed and contractor proceeds with construction.
16. Contracts are completed and buildings are accepted and occupied.

'In this connection, the architects were authorized to obtain such topographical maps and soil analyses as they deem necessary from Mr. M. H. Lander, Civil Engineer.'

'The committee heard a report from Dr. Randall that the 10-year projection of the Wilmington College needs was already in the hands of the State Board of Higher Education.'

'The committee recommended that the Board of Trustees be urged to employ counsel for the purpose of negotiation with both Agnes Morton Cocke and the Bishop Heirs with regard to the two tracts of land not now under firm option.'

John T. Hoggard  
Chairman

L. Bradford Gillery  
Secretary

'There being no further business, the meeting was adjourned."

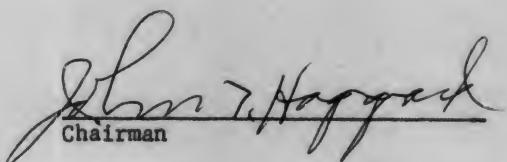
Mr. Tillery moved that the Board approach Mr. Wallace Murchison as attorney to obtain the two tracts of land known as the Cocke and Bishop tracts. Seconded by Mr. Schwartz. Passed.

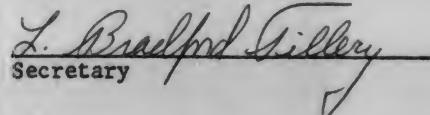
Mr. Schwartz moved to purchase blazers for the glee club, the price not to exceed \$20 per blazer. Seconded by Mr. Tillery. Passed.

Board was addressed by Dr. James W. Reynolds of the University of Texas. Dr. Reynolds described the study to be made at Wilmington College for the U. S. Department of Education.

Mr. Cherry, Auditor, presented to the Board the budget for three months period ending September 30, 1958.

Mr. White moved that the meeting be adjourned. Seconded by Mr. Payne. Passed.

  
John R. Haggard  
Chairman

  
L. Bradford Tillery  
Secretary

## Minutes

Regular Meeting of the Board of Trustees, November 11, 1958, at Wilmington College.

Nine members present: Mr. Frederick Coville; Mr. Wilbur R. Dosher; Mr. Frederick Graham; Dr. John T. Hoggard; Mr. Harry Payne; Mr. J. Fred Rippy, Jr.; Mr. B. D. Schwartz; Mr. L. Bradford Tillery; Mr. E. L. White.

Dr. Hoggard, Chairman of the Board, called the meeting to order at 7:30 p.m.

Mr. Wallace C. Murchison, Attorney, explained the progress in acquiring the site for the College.

Mr. White moved that the minutes of October 14, 1958, stand approved as read. Seconded by Mr. Tillery. Passed.

Dr. Randall expressed how much he enjoyed the meeting at Columbia University.

The Board heard from Leslie N. Boney and Frank Ballard who expressed their opinion that the Conference at Columbia University was very worth while.

Dr. Randall told the Board that he will appear before the Southern Association in Louisville, December 1, 1958.

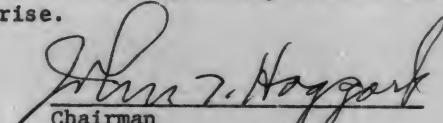
Mr. Tillery moved that the Board of Trustees enter into a life insurance program for the faculty and employees, giving the Executive Committee the authority to designate the carrier. The college will pay one-half of the premium. Seconded by Mr. Schwartz. Passed.

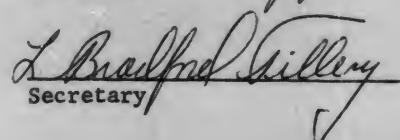
Mr. Tillery moved that the Board of Trustees authorize the Executive Committee to grant leaves of absence to faculty members interested in pursuing Ph.D. Degrees and that the Board authorize the Committee to furnish financial assistance in such cases as funds are available and as the merits of each individual case dictates, subject to the approval of the Board of Trustees. Seconded by Mr. White. Passed.

Mr. Tillery moved that Dr. Randall chose a faculty committee to draft an appropriate statement of long range objectives to the end that they may be included in the catalog and in other material designed for public consumption. Seconded by Mr. Graham. Passed.

Mr. Graham, Chairman of the Finance Committee, presented the monthly budget report.

The Activity Committee reported on the School Store, explaining the need for the store to be leased to a private enterprise.

  
John T. Hoggard  
Chairman

  
L. Bradford Tillery  
Secretary

Mr. Graham moved the Board authorize the Student Activity Committee to lease the School Store for a three-year period at \$1,000 a year, if arrangements are made satisfactory with the Student Activity Committee. Seconded by Mr. Dosher. Passed.

Mr. Graham moved that an account called the Wilmington College Building Fund be opened in the Wilmington Savings and Trust Company--Wachovia Bank and Trust Company. Seconded by Mr. White. Passed.

Mr. Schwartz moved that the Student Activity Committee be authorized, subject to the approval of the Board, to sell all the surplus equipment such as vending machines, etc. in the School Store. Seconded by Mr. Rippy. Passed.

Mr. Schwartz told the Board that the Elks are sponsoring the State Freshman game here on December 6, 1958. Net receipts will be turned over to the College for a scholarship.

Mr. Payne moved to buy an Oldsmobile station wagon for the College for \$2,945.72. Seconded by Mr. Schwartz. Passed.

Mr. Schwartz moved that the Student Activity Fee be raised from \$5 to \$6.50 at the beginning of the 1959-60 school year and that each student be furnished an annual without charge. Seconded by Mr. Payne. Passed.

The election of the Vice-Chairman was deferred until later.

Mr. Tillery moved to adjourn at 9:30 P. M.

The next regular meeting will be on December 9, 1958.

*John J. Hoggard*  
Chairman  
*L. Bradford Tillery*  
Secretary ✓

Special meeting of the Board of Trustees Tuesday, November 25, 1958, at Wilmington College.

Nine members present: Frederick Coville; Wilbur R. Dosher; C. E. Hartford; John T. Hoggard; Harry Payne; J. Fred Rippy, Jr.; B. D. Schwartz; L. Bradford Tillery; E. L. White.

Dr. Hoggard, Chairman of the Board, called the meeting to order at 7:34 p.m.

The special meeting was called to receive a report of the Buildings and Grounds Committee on acquisition of land.

A discussion was made of the four tracts of land proposed by the Buildings and Grounds Committee.

The following resolution was proposed by Mr. Tillery:

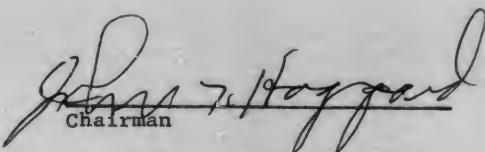
"RESOLVED, that in view of the establishment of Wilmington College as a permanent educational institution, the plans for the continued growth and enlargement of the College, the need for sufficient land area to permit expansion and full utilization of resources for many years to come, the experience of other educational institutions located on limited sites, and the desirability of initial acquisition of adequate land area for all future educational, athletic, research and community service activities, the trustees hereby determine that the following land in Harnett Township, New Hanover County, North Carolina, is necessary for the proper construction and operation of the College:'

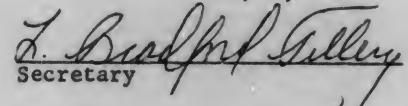
'(a) The 382 acre International Paper Company tract located east of North Carolina Highway #132 and north of Wrightsville Avenue.'

'(b) 173 acres owned by Mr. and Mrs. Raiford G. Trask bounded on the west by North Carolina Highway #132, on the east by the International Paper Company 382 acre tract, on the south by the Agnes Morton Cocke 41 acre tract and the Bishop heirs' 43 acre tract, containing 1,500 feet frontage on the east side of North Carolina Highway #132.'

'(c) The 41 acre tract owned by Mrs. Agnes Morton Cocke, formerly designated the Hugh MacRae & Company, Inc. Bonham tract.'

'(d) The 43 acre tract owned by the heirs and grantees of Abram Bishop, being all of the original Abram Bishop tract located east of North Carolina Highway #132.'

  
John T. Hoggard  
Chairman

  
L. Bradford Tillery  
Secretary

'If the trustees of the College are unable to agree with the owners of the above described land for the purchase thereof, said land shall be condemned in accordance with law, and the attorney for the trustees is hereby authorized to commence and prosecute condemnation proceedings to acquire said land at reasonable prices and in an expeditious manner.'

'The Building and Grounds Committee of the Board of Trustees is hereby given authority to negotiate with the owners for the acquisition of said land, to execute contracts and accept deeds, to order commencement of condemnation proceedings, to settle, compromise or adjust said proceedings, and generally to act for the Board of Trustees in the acquisition of and payment for said land."

The resolution died for lack of a second.

Mr. Payne moved to adjourn at 8:45 P. M. Seconded by Mr. Schwartz. Passed.

John T. Hoggard  
Chairman

L. Bradford Tilley  
Secretary

Regular meeting of the Board of Trustees, Monday, December 8, 1958, at Wilmington College.

Eleven members present: Mr. Frederick Coville; Mr. Wilbur R. Dosher; Mr. Frederick B. Graham; Dr. C. E. Hartford; Dr. John T. Hoggard; Mr. Harry Payne; Mr. Howard A. Penton; Mr. J. Fred Rippy, Jr.; Mr. B. D. Schwartz; Mr. L. Bradford Tillery; Mr. E. L. White.

Dr. Hoggard, Chairman of the Board, called the meeting to order at 3:40 p.m.

Mr. Tillery moved that the minutes of the last regular meeting of November 11, 1958, stand approved as read. Seconded by Mr. Penton. Passed.

Mr. Penton moved that the minutes of the last special meeting of November 25, 1958, stand approved as read. Seconded by Mr. Tillery. Passed.

Dr. Randall told the Board that he appeared before the Screening Committee of the Southern Association in Louisville, Kentucky, on December 1, 1958.

The Executive Committee reported as follows:

"On November 19, 1958, a meeting of the Executive Committee was held at the Wilmington College, 4:30 P. M. Present--E. L. White, Chairman, L. Bradford Tillery, Fred Rippy and Dr. John Hoggard. Representing Wilmington College, Dr. William Randall.

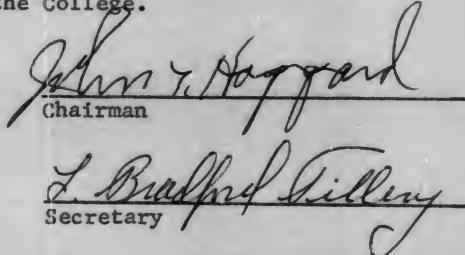
'Representatives of the Security Life & Trust Company, Provident Life & Casualty Company and the Southern Heritage Life Insurance Company met with us and submitted their proposals for Group Life Insurance for the faculty and employees of the College.

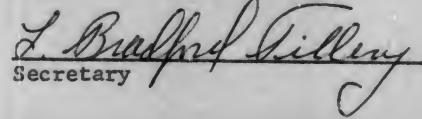
'Pursuant to instructions of the Board of Trustees at their meeting November 11, 1958, authorizing the Executive Committee to select the Insurance Carrier--after reviewing the proposals of the three Companies accepted the proposal of the Southern Heritage Life Insurance Company because it was to the best interest of the College, their rate being ten cents per thousand lower and included all the provisions of coverage offered by the other Companies.

'There being no further business the meeting adjourned."

Mr. White stated that there had been some criticism of the business being placed with the Southern Heritage Life Insurance Company because he was a stockholder and Director of the Company. Also a number of Agents felt that they had not been given an opportunity to bid on the business.

In view of the above, the Southern Heritage Life Insurance Company wrote a letter to the President of the College with copies to all members of Trustees in which they offered to withdraw from this Group if the Board of Trustees felt that it was in the best interest of the College.

  
John T. Hoggard  
Chairman

  
L. Bradford Tillery  
Secretary

Mr. Penton moved that the Board of Trustees stand back of the action of the Executive Committee. Seconded by Mr. Coville. Passed.

Mr. Graham, Chairman of the Finance Committee, reported that \$85,000 has been deposited to the Wilmington College-Building Fund. Mr. Graham also reported that the Raiford G. Trask tract of 171 acres has been purchased for \$25,650.00.

The Student Activities Committee reported that the School Store has been leased as of December 2 to Mr. Frank Collier, for \$1,000 a year or ten monthly payments of \$100. Mr. Collier bought the inventory now in the school store for \$918.00.

The Student Activities Committee also reported that the College did not buy an Oldsmobile Station Wagon, but instead bought a Chevrolet Station Wagon for \$2,719.95.

Mr. Penton moved to approve the action of the Student Activities Committee. Seconded by Mr. White. Passed.

The Building Committee discussed the four tracts of land with the Board of Trustees.

Mr. Schwartz moved to adopt the following resolution: Seconded by Mr. Penton. Passed.

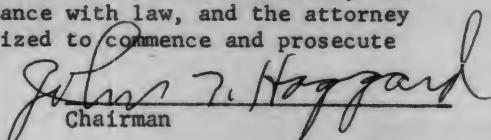
"RESOLVED, that in view of the establishment of Wilmington College as a permanent educational institution, the plans for the continued growth and enlargement of the College, the need for sufficient land area to permit expansion and full utilization of resources for many years to come, the experience of other educational institutions located on limited sites, and the desirability of initial acquisition of adequate land area for all future educational, athletic, research and community service activities, the trustees hereby determine that the following land in Harnett Township, New Hanover County, North Carolina, is necessary for the proper construction and operation of the College:'

'(a) The 382 acre International Paper Company tract located east of North Carolina Highway #132 and north of Wrightsville Avenue.'

'(b) The 41 acre tract owned by Mrs. Agnes Morton Cocke, formerly designated the Hugh MacRae & Company, Inc. Bonham tract.'

'(c) The 43 acre tract owned by the heirs and grantees of Abram Bishop, being all the original Abram Bishop tract located east of North Carolina Highway #132.'

'If the trustees of the College are unable to agree with the owners of the above described land for the purchase thereof, said land shall be condemned in accordance with law, and the attorney for the trustees is hereby authorized to commence and prosecute

  
Chairman

  
Secretary

condemnation proceedings when necessary, and to take all proper action in said proceedings to acquire said land at reasonable prices and in an expeditious manner.'

'The Building and Grounds Committee of the Board of Trustees is hereby given authority to negotiate with the owners for the acquisition of said land, to execute contracts and accept deeds, to order commencement of condemnation proceedings, to settle, compromise or adjust said proceedings, and generally to act for the Board of Trustees in the acquisition of and payment for said land."

Mr. White moved that Dr. Hartford and Mr. Payne be appointed to the Building Committee. Seconded by Mr. Graham. Passed.

Mr. Graham moved that Dr. Hartford be appointed to the Finance Committee. Seconded by Mr. Schwartz. Passed.

Mr. Payne moved to elect Mr. Tillery as Vice Chairman of the Board of Trustees. Seconded by Mr. Penton. Passed.

Mr. Rippy was added to the Student Activities Committee in the place of Mr. Tillery.

Mr. Graham moved to petition the County Commissioners to name Highway #132 College Road commencing at Highway 17 junction to Oleander junction. Seconded by Mr. Payne. Passed.

Mr. Graham moved to petition the Board of Higher Education and The Advisory Budget Commission to match one half the amount paid for land. Seconded by Mr. Payne. Passed.

Mr. Schwartz moved that a resolution of thanks be sent to the Elk's Club for their help in the Duke Freshman Basketball Game. This resolution is to be sent by the President of the College. Seconded by Mr. Penton. Passed.

The next regular meeting will be subject to call by the Chairman of the Board of Trustees.

Mr. Schwartz moved to adjourn. Seconded by Mr. Payne. Passed.

John J. Haggard  
Chairman

L. Bradford Tillery  
Secretary

MINUTES  
BOARD OF TRUSTEES  
WILMINGTON COLLEGE

1959

Regular meeting of the Board of Trustees, January 14, 1959, at Wilmington College.

Eleven members present: Mr. Frederick Coville; Mr. Wilbur R. Dosher; Mr. Frederick Graham; Dr. C. E. Hartford; Dr. John T. Hoggard; Mr. Harry Payne; Mr. Howard A. Penton; Mr. J. Fred Rippy, Jr.; Mr. B. D. Schwartz; Mr. L. Bradford Tillery; Mr. E. L. White.

Dr. Hoggard called the meeting to order at 3:30 P. M.

The minutes of the last regular meeting of December 8, 1958, were read and approved.

The Building Committee gave the following report:

Mr. Graham told the Board that the County Commissioners approved the naming of Highway #132 from Castle Hayne Junction to Monkey's Junction as College Road. Mr. Graham introduced Mr. Hugh Morton to the Board. Mr. Morton showed slides of the College land and slides of Agnes Morton Cocke's tract, the Bishop Heir's tract and 1000 feet of frontage of Raiford G. Trask's. He expressed his own opinion of what he thought would be to the best interest of the College in the further acquisition of land.

Mr. Graham assured the Board that satisfactory negotiations would be carried out between Morton and the College, if at all possible.

Dr. Randall, President of the College, gave the following report:

Dr. Randall reported that he had heard from the Executive Secretary of the Southern Association that all questions pertaining to the College had been answered satisfactorily.

Dr. Randall read a letter from Dr. Ravenel recommending that polio vaccination be made obligatory for all students before admission to the College. This was referred to the Executive Committee for their consideration.

Dr. Randall reported the building had a fire inspection on January 2. A few corrections are being made in the boiler room. Asbestos sheeting is being replaced where needed. Some of the wiring is being replaced. The Boiler is being insured by the Hartford Insurance Company.

Mr. White moved that the Board approve the action on the Boiler Room. Seconded by Mr. Payne. Passed.

Dr. Randall told the Board that entrance requirements are being worked out.

Dr. Randall told the Board one member of the faculty has requested a leave of absence for next year. This was referred to the Executive Committee. A new instructor will be needed in the Biology Department and the Social Science Department.

John T. Hoggard  
Chairman  
L. Bradford Tillery  
Secretary

Dr. Randall said he believed it would be necessary to postpone the Dramatic Department for another year because of the need for these two new instructors.

Dr. Randall told the Board the 1959-60 Budget is being considered.

The Finance Committee gave the following report:

Mr. Graham presented a bill from Carter and Murchison, Attorneys at Law, in the amount of \$561.17, for Examination of title to Trask and International Paper tracts and closing purchases.

Mr. White moved that the bill from Murchison be paid from the Building Fund. Seconded by Mr. Schwartz. Passed.

The Student Activities Committee gave the following report:

Mr. Schwartz reported that Dr. Randall, Mr. Brooks, Mr. Lyons, and himself attended the annual conference meeting of Junior College Athletic Association. Mr. Schwartz expressed how highly Dr. Randall was praised for his fine service as Secretary of the Conference.

Mr. Lyons represented the Exchange Club and asked that the Conference Tournament be held at Brogden Hall. This was agreed upon by the Conference.

The Public Relations Committee gave the following report:

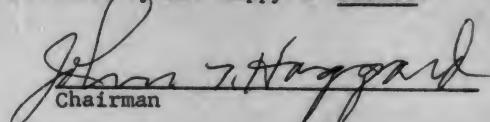
Mr. Dorsey reported that the College has received great coverage from the TV, Newspaper, and Radio.

Mr. Dorsey told the Board that the College is planning a News Bureau, and Mr. Al Dickson will be asked to be advisor.

Mr. Dosher moved that a letter of appreciation be sent to Bill Brooks and the team for their excellent record. Seconded by Mr. Graham. Passed.

The following is a list of the Trustees with appointing authority and termination dates: Dr. C. E. Hartford, City Council, 1962; Mr. B. D. Schwartz, City Council, 1962; Mr. Harry Payne, Board of Commissioners, 1962; Mr. E. L. White, Board of Commissioners, 1962; Dr. John T. Hoggard, Board of Education, 1964; Mr. Wilbur R. Dosher, Board of Education, 1964; Mr. L. Bradford Tillery, Board of Education, 1964; Mr. Frederick B. Graham, Board of Education, 1964; Mr. Eugene B. Tomlinson, Jr., Governor, 1960; Mr. Frederick Coville, Governor, 1960; Mr. Howard A. Penton, Sr., Governor, 1960; Mr. J. Fred Rippy, Jr., Governor, 1960.

Mr. White moved to adjourn at 4:45 P. M. Seconded by Mr. Rippy. Passed.

  
John T. Hoggard  
Chairman

  
L. Bradford Tillery  
Secretary

A meeting of the Finance Committee followed the regular meeting of the Board of Trustees.

Mr. Graham resigned as Chairman of the Finance Committee. He indicated that the initial stages of setting up accounting procedures had been concluded and that he felt it would be in the best interest of the College if someone else assume the Chairmanship to the end that he might devote his time to the work of the Buildings and Grounds Committee of which he is also Chairman.

Mr. Penton moved that Dr. Hartford be made Chairman of the Finance Committee. Seconded by Mr. Rippy. Passed.

John T. Hoggart  
Chairman

L. Randolph Gillley  
Secretary

Regular meeting of the Board of Trustees February 11, 1959, at Wilmington College.

Ten members present: Mr. Frederick Coville; Mr. Wilbur Dosher; Mr. Frederick Graham; Dr. C. E. Hartford; Dr. John T. Hoggard; Mr. Harry Payne; Mr. Howard A. Penton, Sr.; Mr. B. D. Schwartz; Mr. L. Bradford Tillery; Mr. E. L. White.

Dr. Hoggard, Chairman of the Board, called the meeting to order at 3:34 P. M.

Mr. Tillery moved that the minutes of January 14, 1959 stand approved as read. Seconded by Mr. Schwartz. Passed.

Dr. Hoggard officially thanked the Trustees and the faculty wives for giving the Tea in his honor.

The President's report: Dr. Randall reported that he had received a letter from Rear Admiral Gordon McLintock of the Merchant Marine Academy accepting the College's invitation to be speaker at the College Graduation Exercise in June, 1959. Dr. Randall recently received a letter from Rear Admiral Gordon McLintock withdrawing his letter of acceptance.

The Board agreed that Dr. Randall write a letter to Major L. P. McLendon of the Board of Higher Education asking him to be the speaker of the Graduation Exercise. The letter will be signed by the President of the College.

Dr. Randall reported that he had received a letter from the Joint Appropriations Committee asking if the College would desire a hearing and how much time would be needed. The schedule will be prepared Monday, February 16.

It was decided that the College would appear before the Joint Appropriations Committee and that forty-five minutes would be requested.

Dr. Randall reported that the boiler had to be repaired before it could be insured. The cost was \$222.12. Work approved on the boiler-room but not of an emergency nature will have to be postponed.

The Executive Committee gave the following report:

"Meeting of the Executive Committee, January 29, 1959, at Wilmington College.

"Two members present: Mr. E. L. White, Mr. J. Fred Rippy. Also present were President Randall and Mr. J. M. Crews.

"Mr. White, Chairman of the Committee, called the meeting to order at 4:03 P. M.

"It was recommended that the President of the College have the authority to interview prospective members of the faculty and other employees, and that he is to report to the Board of Trustees before he hires such employees. If there is no objection by the Board, he can then hire them. Passed.

John T. Hoggard  
Chairman

L. Bradford Tillery  
Secretary

"Mr. White moved that we continue the present form of contract now in use. Passed.

"It was recommended that the following policy of retirement as outlined by Dr. Randall be adopted:

"Retirement"

"a. Age of retirement. The usual age of retirement in colleges is sixty-five. A few colleges require retirement at that age. Most colleges permit retirement at that age. Under the Board of Education, a teacher could retire after twenty years service, and was obliged to retire at sixty-five. However, a teacher over sixty-five could be (and often was) retained from year to year by a special action of the Board.

"The College should:

"1. Set the general retirement age at sixty-five, and empower itself to require retirement at that age.

"2. Make provision for year-to-year retention of personnel after age sixty-five on recommendation of the President.

"3. Permit retirement before age sixty-five for physical reasons on recommendations of President.

"b. Retirement income. All regular, full-time employees of the College are on State Retirement and Social Security. It is the policy of the Board of Education to supplement the State retirement to bring total annual retirement income (inclusive of Social Security) up to one-half the average salary of the employee over the last five years of his employment. Many of our present faculty were hired with this understanding. It is recommended that the College continue this practice with those now employed, and that a plan of retirement for new employees be worked out.

"A motion was made that we authorize a leave of absence for study on the Ph.D. for Duncan Randall for the academic year 1959-60, with leave pay of \$2,000.00, provided he returns to the faculty at the end of the year .

"The Committee recommends that the salaries of employees and instructors remain a matter for individual determination and that no set salary schedules be established at this time.

"An additional instructor in Biology and in English will be needed next year. It was recommended that Mr. Hudson be hired on a full-time basis to teach English and Music, and Mr. Allen to teach Biology. Dr. Corbett is to become full time next year.

"Mr. Rippy moved to recommend the requirements for admission to all entering students as stated in the following recommendations from Mr. Crews:

John R. Hoggard  
Chairman

L. Bradford Gillen  
Secretary

- "(1) All Applicants who make below the tenth percentile on the total psychological score on the ETS Examination should be excluded from admission to the College.
- "(2) We should require a score of 300 each on the verbal and mathematical parts of the College Entrance Examination. If an applicant does not meet this requirement, he should be admitted if his total score is 625 on both parts of the examination.
- "(3) If a seemingly deserving individual does not qualify on either of the above mentioned examinations it is recommended that his case be judged by the College Discipline Committee on the basis of his educational and personal experiences. If an applicant is admitted on this basis, it would be only on a probational basis, and such a condition would have to be removed at the end of the first quarter.
- "(4) We should require all students to take the College Entrance Board Examination and use the ETS Examination only for individual applicants who cannot take the College Board Examination due to circumstances beyond their control. The adoption of recommendations one and two will exclude about 10 per cent of the freshman applicants each year, but due to the large number of transfer students the over-all percentage of our total enrollment drop will be less than 10 per cent.
- "(5) Transfer students should be recommended by an official of the former institution, and each applicant should be considered by the Discipline Committee.

"The Committee recommended that each student be advised to take the Salk Polio Vaccine before entering the College. This, however, will not be mandatory.

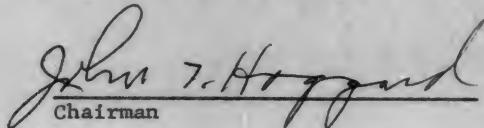
"The Committee recommends that there be no addition of Bible courses to the curriculum at present.

"The meeting was adjourned at 5:15 P. M."

Comments on the Executive Committee report Dr. Randall elaborated as follows:

English Department: Dr. Randall explained that Mrs. Pauline Smith has been told her contract will not be renewed for the 1959-60 year. She will be replaced by Mrs. Joanne Corbett who is now part-time. Mr. Loyd Hudson will replace Mrs. Corbett's part-time position, and continue his part-time music position making him a full-time instructor.

The Biology Department: Mr. W. J. Brooks has been teaching too much this year with everything else he has to do. He will be relieved of his duties in this Department by Franklin Allen who is part-time now in Biology, making Mr. Allen a full-time instructor.

  
John T. Hoggard  
Chairman

  
L. Randolph Gillings  
Secretary

Social Science Department: Miss Mildred Johnson expects to retire at the end of the school year 1959-60. A new instructor will be needed to teach one year under Miss Johnson before she leaves. Mr. James Clifton has been interviewed by the President, Dean, and Head of the Social Science Department and has been reviewed by the Executive Committee of the Board of Trustees.

Mr. Penton moved to authorize the employment of the three proposed instructors. Seconded by Mr. Payne. Passed.

Mr. Schwartz moved to approve the appointment of Mr. Clifton to the Social Science Department. Seconded by Mr. Penton. Passed.

The recommendation of the Executive Committee with respect to retirement was deferred for further cost information. Leave of absence for Mr. Duncan Randall for the academic year 1959-60, with leave pay of \$2,000.00, was approved.

Finance Committee gave the following report: Dr. Hartford, Chairman, went over the entire budget. He reported that there were no unusual expenditures and that the College is operating well within its budget.

Building and Grounds Committee gave the following report: Mr. Graham, Chairman of the Committee, discussed putting up signs on Highway #132 as College Road.

Mr. Graham told the Board that 28 acres of land of Agnes Morton Cocke's tract has been purchased for \$12,000.00. The Building and Grounds Committee ratified and approved the purchase. Hugh Morton has been authorized to act as attorney-in-fact for Agnes Morton Cocke and her husband. The Trustees will receive a deed for the land from Hugh Morton as attorney-in-fact for Agnes Morton Cocke and husband for the tract of land.

Mr. Graham presented the following resolution in behalf of Wallace Murchison, Attorney for the Board of Trustees.

"RESOLVED, that the resolution of the Trustees adopted at the meeting of February 11, 1959, with reference to the acquisition of land for the proper construction and operation of the College is hereby amended, as follows: After the words 'Harnett Township, New Hanover County, North Carolina' in the first paragraph of the resolution, the following is inserted: 'In addition to the 171 acre tract recently purchased from Mr. and Mrs. Raiford G. Trask'. Subparagraph (b) is amended to read as follows: 'The northern 28 acres of the 41 acre tract owned by Mrs. Agnes Morton Cocke, formerly designated the Hugh MacRae and Company, Inc. Bonham Tract.'

"Subparagraph (c) is amended to read as follows: 'The Northern portion of the 43 acre tract owned by the heirs and grantees of Abram Bishop, said 43 acre tract being all of the original Abram Bishop tract located east of N. C. Highway #132. The northern portion which is required by the College is all of the 43 acres located North of a line running from a point 1000 feet southwardly along the eastern line of N. C. Highway #132 from the intersection of the northern line of the Bishop heirs tract and said Highway right-of-way line, and thence to the southern-most corner of the College property recently bought from Mr. and Mrs. Trask.'

John J. Hoggard  
Chairman  
Z. Randolph Allery  
Secretary

"RESOLVED, FURTHER, that the action of the Building and Grounds Committee in acquisition of the Trask tract for \$25,650, the International Paper Company tract for \$56,875 and the Cocke tract for \$12,000 is ratified and approved, and the action of said Committee in ordering condemnation proceedings for the Bishop heirs tract because of the title problems inherent therein, is also ratified and approved."

Mr. Penton moved to adopt the resolution. Seconded by Mr. Tillery. Passed.

Mr. Graham reported that he had received a letter from Mr. Coltrane, from the Advisory Budget Commission. He informed the College that the Commission would not approve the allocation of State money for the purchase of land.

Public Relations Committee gave the following report: Mr. Dorsey reported the College received good advertisement of the College homecoming.

Mr. Dorsey also told the Board of the Credit School starting February 17 which is being sponsored by the local Banks, Wilmington Merchants' Association, The Credit Womens' Breakfast Club, Retail Credit Association of New Hanover County, and the College.

Mr. Dorsey told the Board that Dr. Randall has been advertising the College by speaking in Burgaw, Jacksonville, and Atkinson.

The Student Activities Committee gave the following report: Mr. Schwartz, Chairman of the Committee, reported the Student Activities Committee held a meeting February 10, at the College. Present: Dr. Randall, Mr. Dosher, Mr. Payne, Dean Crews, Mr. Brooks, and Mr. Schwartz.

The Committee discussed plans for the coming season.

Mr. Schwartz moved that only students registered at Wilmington College for at least one course will be able to participate in college activities. Seconded by Mr. Graham. Passed.

Mr. Graham told the Board the architects met with the Buildings and Grounds Committee February 10. The architects summarized the 61,000 feet which has been approved by Dr. Randall and the Faculty Building Advisors. The Buildings and Grounds Committee approved the space allocations.

Mr. Graham also told the Board that on Wednesday, February 18, a meeting is scheduled in Wilson to look at buildings of Atlantic Christian College. Everyone who can go is invited.

Mr. Penton moved to adjourn at 4:45 P. M. Seconded by Mr. Payne. Passed.

*John T. Haggard*  
Chairman

*L. Bradford Tillery*  
Secretary

## Minutes

Regular meeting of the Board of Trustees March 10, 1959, at Wilmington College.

Seven members present: Mr. Frederick Coville; Mr. Wilbur R. Dosher; Dr. C. E. Hartford; Mr. Harry Payne; Mr. J. Fred Rippy; Mr. L. Bradford Tillery; Mr. E. L. White.

Mr. Tillery presided as chairman in the absence of Dr. Hoggard.

Dr. Randall presented to the Board a brief to be presented to the Joint Appropriations Committee of the North Carolina Assembly concerning funds for capital improvements of the College. Mr. White moved to approve the brief. Seconded by Dr. Hartford. Passed.

"Brief presented to the Joint Appropriations Committee of the North Carolina General Assembly concerning funds for capital improvements at Wilmington Community College, Wilmington, North Carolina, March 12, 1959.

- "I. The Trustees of Wilmington College support the recommendations of the Advisory Budget Commission as set forth on page 54 of Volume III, Capital Improvements, of the Budget, calling for the appropriation from a proposed bond issue of \$1,500,000 to be allocated to the three existing community colleges on a matching fund basis, with the provision that no single college can obtain more than 40% of this appropriation.
- 'II. The Trustees also urge the General Assembly to appropriate from current funds the amount of \$86,710 for the renovation and repair of the Isaac Bear Building. The College has occupied this building since its foundation in 1947, and the Trustees presently hold a conditional deed to the building from the New Hanover Board of Education. The College expects to continue to occupy this building for an indefinite period. The repairs and renovations which are detailed on the attached sheets are necessary for its continued efficient use for College purposes.
- 'III. The Trustees also urge the General Assembly to appropriate from current funds the amount of \$50,000, to be matched by the local community, and to be applied to the construction of buildings on the new campus of the College. This amount of \$50,000 represents the difference between the \$600,000 bond issue approved by the voters of New Hanover County for the College, and the \$550,000 matching fund allocated to the College in 1957. These funds are requested for new construction on a new site which has been acquired by the Trustees.
- 'IV. This money is requested from current tax funds rather than from the proceeds of the proposed bond issue because it will be required for construction purposes during the Autumn of 1959. Architects' plans for the buildings are being readied now, and the College expects to occupy them not later than the beginning

John T. Hoggard  
Chairman

L. Bradford Tillery  
Secretary

of the Autumn quarter of 1960. Indeed, the College cannot continue to operate all of its services in the Isaac Bear Building beyond this date, and keep its accreditation with the Southern Association of Colleges, because the growth in the College enrollment has made that building inadequate for all of the functions of the College.

'Respectfully submitted for the Trustees of Wilmington College by

William M. Randall  
President  
Wilmington College

'Details of proposed alterations and repairs to the Isaac Bear Buildings, Wilmington College, with estimated costs

'Foreward: The Isaac Bear Building was constructed in two parts: the oldest portion of the building was built in 1912, and the later portion in 1921. The alterations and repairs detailed below are rendered necessary by normal wear and tear in the use of this building by the College since 1947.

'Classroom and office floor replacement, 23,601 sq. ft. \$13,000.00  
The floors in this building are contemporary with its construction and are badly in need of replacement.  
The corridor floors were replaced at the expense of the New Hanover County Board of Education in 1957. Classroom and office floors urgently need repair and replacement for continued use.

'Ceiling area to be replaced, 18,083 sq. ft. 5,200.00  
Ceilings in many of the classrooms are contemporary with the construction of the buildings. Leakage from the roof has rotted and discolored these ceilings, and they should be repaired or replaced.

'Window and door units to be painted (125 windows, 75 doors) 1,040.00

'Wall area to be sanded, pointed, and painted two coats 51,284 sq. ft. 9,100.00  
Since the outer walls of the building have never been pointed, there has been considerable seepage of water which has discolored and in some cases caused the inner plaster to fall.

'Venetian blinds for sixty windows 780.00  
Because the building is used for summer school, these blinds are necessary to cut glare and heat.

John T. Hoggard  
Chairman

L. Bradford Tillery  
Secretary

'Replacement of light fixtures Many of the fixtures in the classrooms are old. The building is used constantly for night classes, and efficient lighting is a necessity.	\$ 1,300.00
'Air conditioning of offices and library This is desirable because of the use of the building for summer school.	6,500.00
'Replacement of heating boilers An application for boiler insurance was refused on the grounds that the present boilers are un- insurable. They were installed more than forty years ago, and are now inefficient and dangerous.	26,000.00
'Repairs to stairways	3,250.00
'Repair to floor joists and timbers	1,040.00
'Termite protection	1,300.00
'Waterproofing building The outer brick walls of the building are in bad condition, and there is constant seepage of water through them during rainstorms. This affects the inner walls.	13,000.00
'Repair of roof The roof has been repaired and replaced from time to time. However, it still leaks in several places, and some patching is required.	1,300.00
'Paving and drainage of parking lot It is necessary to accommodate the cars of both faculty and students. The present condition of the parking space is unsatisfactory.	3,900.00
'Total	\$86,710.00"

Mr. Payne reported on the trip to Wilson to see Atlantic Christian College's buildings. He emphasized how impressed the Trustees were with the contemporary type of buildings. He told the Board that the Trustees that accompanied the architects to Wilson, as well as the architects, have a fairly clear-cut picture of many features which it is hoped can be incorporated in the buildings on the new college site.

President's report:

Dr. Randall told the Trustees of the letter he received from Mr. R. R. Morgan concerning the Southern States Workers Conference in Florida on May 11, 1959.

*John T. Hoggard*  
Chairman

*L. Bradford Gillings*  
Secretary

The conference will consist primarily of Junior Colleges. The Board authorized Dr. Randall to attend.

Dr. Randall told the Board he sent a telegram to Addison Hewlett congratulating him on his election as a Speaker of the House.

Dr. Randall also received a letter of thanks from the Credit Association for Miss Anne Barksdale's services during the Credit School.

Executive Committee:

The Executive Committee gave the following report:

"Meeting of the Executive Committee, March 2, 1959, at Wilmington College.

'Members present: Mr. E. L. White; Mr. Frederick B. Graham; Mr. J. Fred Rippy; Mr. L. Bradford Tillery. Also present were President Randall and Mr. J. M. Crews.

'Mr. White, Chairman of the Committee, called the meeting to order at 4:43 p.m.

'It was decided that the matter of source of leave pay would be held over until the next meeting.

'A motion was made by Mr. Tillery to recommend to the Board of Trustees that the retirement plan for Wilmington College be as set out in the Retirement Act for Teachers and State Employees of the State of North Carolina as amended. Seconded by Mr. Graham. Passed.

'Dr. Randall was authorized by the Committee to prepare a brief for presentation to the Joint Appropriations Committee of the General Assembly concerning funds for capital improvements, and to present this brief at the meeting of the Board of Trustees on 10 March.

'The meeting was adjourned at 6:10 P. M."

Mr. Rippy moved to appropriate \$2000 from the textbook profits for the purpose of financing sabbatical leave for Duncan Randall upon condition that after finishing his Ph.D. degree he will return to teach at the College for at least three years. Seconded by Mr. Payne. There was considerable discussion. Dr. Randall pointed out that the plan had been discussed in a recent faculty meeting and that there was general enthusiasm shown. Mr. Crews and Mr. Davis, both members of the faculty and present at the meeting of the Board of Trustees, expressed their enthusiasm and confirmed the comments by Dr. Randall regarding the rest of the faculty. Passed.

Mr. White moved to accept the recommendation of the Executive Committee concerning retirement under the Retirement Act for Teachers and State Employees of the State of North Carolina. Seconded by Mr. Payne. Passed.

*John N. Hoggard*  
Chairman

*L. Bradford Tillery*  
Secretary

The Finance Committee gave the following report:

Dr. Hartford reported that the Finance Committee met March 10 with Dr. Randall to review the current budget and the proposed budget for 1959-60.

Dr. Hartford moved to increase the line item in this year's budget for equipment by \$5000. Seconded by Mr. Payne. Passed.

Dr. Hartford moved to adopt the proposed budget for 1959-60 as follows:  
Seconded by Mr. White. Passed.

Wilmington College

Budget, 1959-60 - First Draft

Estimated Expenses

<u>Item</u>	<u>1958-59 (as amended)</u>	<u>1959-60</u>
Salaries	191,635.00	198,890.00
Supplies & Materials	7,000.00	7,500.00
Postage, Telephone, Telegraph	900.00	1,200.00
Travel	1,500.00	1,500.00
Printing & Binding	1,000.00	800.00
Motor Vehicle Operation	300.00	200.00
Lights, Water, Power and Heat	2,300.00	2,500.00
Repairs and Alterations	1,500.00	2,000.00
General Expense	1,500.00	3,000.00
Insurance & Bonding	500.00	1,500.00
Audit	1,000.00	1,000.00
Equipment	10,000.00	10,000.00
Total	219,135.00	230,090.00

Estimated Revenue

Tuition and Fees	92,500.00	92,500.00
County Tax	72,120.00	75,000.00
State Appropriation	53,000.00	58,000.00
Other	1,515.00	4,590.00
Total	219,135.00	230,090.00

Mr. White moved that the President of the College be charged with the responsibility of recruiting members for the faculty and other employees. The President will report the names, education, experience and other pertinent

*John R. Hoggard*  
Chairman

*L. Bradford Gillings*  
Secretary

information concerning proposed new employees to the Executive Committee of the Board of Trustees; and after the approval of the Committee, the proposed new employees are to be reported to the Board of Trustees for their final approval and contract offer. Seconded by Mr. Payne. Passed.

Buildings and Grounds Committee report:

Mr. Davis reported on the topo maps that are being prepared for the architects by the Engineering Department of the College.

Student Activities Committee reported:

Student Activities Committee is in the process of seeking information about the continued use of Brogden Hall next year. The rates of payment and utilities are also being investigated.

No report was given by the Public Relations Committee.

Mr. Tillery moved to adjourn at 9:35 P. M. Seconded by Mr. Payne. Passed.

John J. Hoggatt  
Chairman

L. Burdell Tillery  
Secretary

## Minutes

Regular meeting of the Board of Trustees, March 31, 1959.

Nine members present: Mr. Frederick Coville; Mr. Frederick B. Graham; Dr. C. E. Hartford; Dr. John T. Hoggard; Mr. Howard A. Penton, Sr.; Mr. J. Fred Rippy, Jr.; Mr. B. D. Schwartz; Mr. L. Bradford Tillery; Mr. E. L. White.

Dr. Hoggard, Chairman of the Board, called the meeting to order at 2:35 P. M.

Mr. Tillery moved that the minutes of March 10, 1959, stand approved as read. Seconded by Mr. Schwartz. Passed.

Buildings and Ground's report:

Mr. Graham presented Mr. Charles Boney to the Board.

Mr. Boney presented several charts of the land site; and gave reasons as to why they are recommending the western sector of the campus for the three buildings that are of such vital importance now. Mr. Boney told the Board that the water on the college site can be drained at a relatively low cost.

Mr. Graham, Chairman of the Buildings and Grounds Committee, explained that the Committee approved the recommendation of the architects on the location of the buildings.

Mr. Rippy moved to accept the recommendation of the committee on the recommendations of the architects for the location of the college buildings. Secnded by Mr. Schwartz. Passed.

Mr. Graham moved to request the County Commissioners to drain the two pond areas free of charge in accordance with the recommendation of the architects. Mr. Graham, Mr. Boney and Mr. Henry Von Oesen, Engineer, will appear before the Commissioners. Seconded by Mr. Tillery. Passed.

The President's report:

Dr. Randall presented a bill of \$1,000 for legal fees on the Bond Issue from Cyrus Hogue, Attorney at Law.

Mr. White moved that the bill be paid from the Building Fund. Seconded by Mr. Schwartz. Passed.

The Board recessed for a ten-minute joint meeting of the Executive and Finance Committees. Following recess, the Board was again called to order by the Chairman.

*John T. Hoggard*  
Chairman

*L. Bradford Tillery*  
Secretary

Finance Committee's report:

Dr. Hartford, Chairman of the Committee, stated the Budget Reports would be mailed to each member of the Board at a later date.

Student Activities' report:

Mr. Schwartz, Chairman of the Committee, told the Board of the agreement to pay \$500 for one year's rent for the use of Brogden Hall. This includes lighting, heating, janitorial service, and the Hall.

Mr. Schwartz moved that the \$500 for the 1958-59 academic year be paid to the Board of Education out of the General Fund, upon the receipt of a bill, for the use of Brogden Hall. Seconded by Mr. Graham. Passed.

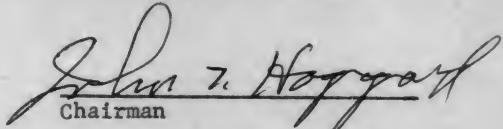
Report of Public Relations:

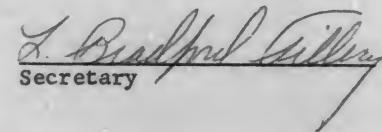
Mr. Dorsey told the Board about the scrapbook that includes the newspaper and TV coverage that the College has received this year.

Mr. Dorsey also told the Board of the Science Fair on Saturday, April 4, 1959, and the Student Art Show. Mr. Dorsey told the Board there would be quite a bit of news on these two activities.

Mr. Dorsey told the Board of a Practical Nurses program that is being considered by Cape Fear Memorial Hospital, James Walker Memorial Hospital, Dr. Randall, and Watt's Hospital.

Mr. Schwartz moved to adjourn at 4:05 P. M. Seconded by Dr. Hartford. Passed.

  
John T. Hoggard  
Chairman

  
L. Bradford Miller  
Secretary

## Minutes

Regular meeting of the Board of Trustees Tuesday, May 19, 1959, at Wilmington College.

Eight members present: Mr. Frederick Coville; Mr. Wilbur R. Dosher; Mr. Frederick B. Graham; Mr. Harry Payne; Mr. J. Fred Rippy, Jr.; Mr. B. D. Schwartz; Mr. L. Bradford Tillery; Mr. Eugene B. Tomlinson.

The meeting was called to order at 7:30 p.m. by Mr. Tillery, Vice-Chairman, who presided over the meeting in the absence of Dr. Hoggard.

The minutes of March 31, 1959 were read and approved.

Dr. Randall informed the Board that he had received a letter from a special National Fund-Raising Program. Mr. Yadon is willing to come to Wilmington and talk to the Trustees of the Fund-Raising Program.

Dr. Randall told the Board of the meeting Mr. Crews, Mr. Doss, Mr. Davis, Mr. Piner, and himself attended at State College on May 18. The purpose of the meeting was to discuss our transfer students and general problems. Then subject groups discussed particular problems of the different departments. Dr. Randall stated that North Carolina State College looks upon us as training very good students.

Dr. Randall was asked by Dallas Herring to attend the State Board of Education on Wednesday, May 6, 1959. Mr. Herring is also a member of the Board of Higher Education. This meeting was to determine the relations of the new industrial centers with Technical Institutes and Community Colleges in Adult Education courses.

Dr. Randall told the Board that a letter has been sent to Mr. H. M. Roland and a carbon copy to Mr. Herring in connection with the program for the training of Registered Practical Nurses. Dr. Randall also told the Board that no reply had been received.

Mr. Crews told the Board that a representative from Western Electric Company visited the College last week in connection with hiring engineering students with their firm.

Dr. Randall presented the Board with several studies concerning grades, failures, withdrawals, and absences prepared by Mr. Crews and Mrs. Marshall. Dr. Randall also distributed a questionnaire of student opinions concerning the future expansion of the College prepared by Mr. Davis.

Dr. Randall told the Board he was mailing a copy of a booklet concerning college trusteeship to each member of the Board.

Mr. Payne moved that the Adult Education Department organize a course to be put into operation for the school year 1959-60, to offer a complete course in Practical Nursing and that funds for such courses be requested from the normal sources of the Federal Government through the local Board of Education. Seconded by Mr. Rippy. Passed.

*John J. Hoggard*  
Chairman

*J. Fred Rippy, Jr.*  
Secretary

The Chairman referred the letter of Yadon National Fund-Raising Program to the Executive Committee.

Mr. Schwartz read a letter from Charles C. Chadburn, Jr. about his interest in College work in Wilmington. The letter was referred to Dr. Randall for proper action.

Executive Committee report:

Mr. Tillery reported that a request had been made for the Executive Committee to write the Department of Justice concerning funds for sabbatical leave of Duncan P. Randall. A reply to the letter advised the Board that it does not have the authority to make payments from college funds for this type of leave.

Mr. Graham moved to rescind the action of the Board taken on November 11, 1958, February 11, 1959, and March 10, 1959, to give Duncan P. Randall a sabbatical leave of absence with the sum of \$2,000.00 as assistance, as the Board does not have the authority to use public funds in this manner, and that it is with sincere regret that the Board rescinds this action. Seconded by Mr. Coville. Passed.

A Financial report was not given due to the absence of Dr. Hartford, Chairman; however, Dr. Randall told the Board that an audit was being made.

Dr. Randall discussed with the Board the action they took during the first Board meeting of March 24, 1958, in connection with carrying out the scholarship policies of the Board of Education. He told the Board that in June or July he would like to go over this policy and see if the Board wishes to continue these obligations in the same manner as now.

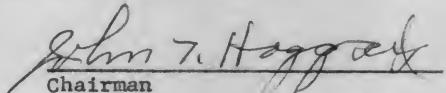
Buildings and Grounds Report:

Mr. Graham, Chairman, reported that according to the verbal authority at prior meetings of the Board, the Committee has purchased from J. H. Fussell, Jr., about 3/4 of an acre of land bounded on the west by highway #132 and to the north of the present property for the sum of \$2,000.00.

Mr. Graham asked the Board to ratify and approve the action in actually purchasing the land from Mr. and Mrs. Fussell, Jr., of 370.7' frontage on highway #132. Mr. Graham stated the land has been purchased and a deed has been received and recorded.

Mr. Graham moved the adoption of the following resolution:

It appearing from the report of the Chairman of the Buildings and Grounds Committee that, in accordance with the expressed wish of the Board of Trustees, a tract of land consisting of approximately 3/4 of an acre has been purchased from J. H. Fussell, Jr. and wife at a price of \$2,000.00, and it appearing to the Board that such purchase was necessary and

  
John N. Haggard  
Chairman

  
Fred Rippy, Jr.  
Secretary

in the best interest of the College;

NOW, THEREFORE, BE IT RESOLVED:

That the action of the Buildings and Grounds Committee is ratified and approved.  
Seconded by Mr. Payne. Passed.

Mr. Payne stated he has information that there will be a special contribution made to the College in the near future.

Mr. Payne moved that any such contributions or funds be placed in a Certificate of Deposit at 3% interest in the Security National Bank in the name of Wilmington College Special Gifts Building Fund. Seconded by Mr. Graham. Passed.

Mr. Graham reported that, according to authority previously granted by this Board to the Buildings and Grounds Committee, the purchase of property from Mr. and Mrs. Raiford G. Trask, to wit; 10.7 acres of land line adjacent to the north of the present property along highway #132 at the price of \$21,400.00 has been purchased and a deed has been received and recorded.

Mr. Graham moved that the Board adopt the following resolution:

It appearing from the report of the Chairman of the Buildings and Grounds Committee that, in accordance with the expressed wish of the Board of Trustees, a tract of land consisting of 10.7 acres has been purchased from Raiford G. Trask and wife at the price of \$21,400.00, and it appearing to the Board that such purchase was necessary and in the best interest of the College;

NOW, THEREFORE, BE IT RESOLVED:

That the action of the Buildings and Grounds Committee is ratified and approved.  
Seconded by Mr. Schwartz. Passed.

Mr. Graham reported on their Committee meeting with the architects concerning the buildings, the location, and elevations. Dr. Randall elaborated on the space allocation of the three buildings.

The Board agreed that the entire Board will meet with the Buildings and Grounds Committee and the architects on Tuesday, May 26, 1959 at 7:30 p.m.

Student Activities Committee report:

Mr. Schwartz told the Board of the action that was taken in obtaining transportation for the Baseball Team to Colorado for the National Tournament.

The Committee recommended that up to \$1,250.00 be allowed for transportation to and from Colorado. The Committee agreed to transport the Baseball players to Colorado in two (2) cars and the College station wagon. All three cars are fully covered with insurance protecting the College and the players.

John T. Hoggard  
Chairman  
Frederick D.  
Secretary

Mr. Schwartz moved that the Board approve the action of the Student Activities Committee. Seconded by Mr. Graham. Passed.

Mr. Schwartz moved that a token of appreciation of \$50 each be given to Mr. William F. Adcock for his services rendered to the Wilmington College Dance Band, and to Mrs. Douglas Swink for her services rendered to the Dramatics Club. This token will be properly distributed by Dr. Randall from the Student Activities Fund. Seconded by Mr. Graham. Passed.

The Board asked that a telegram of Best Wishes be sent to the Baseball Team.

Public Relations report:

Mr. Crews told the Board the Engineer Refresher Course has been good publicity for the College.

Mr. Schwartz moved the following resolution be adopted by the Board of Trustees. Seconded by Mr. Payne. Passed.

'WHEREAS, Howard A. Penton, Sr., a member of the Board of Trustees of Wilmington College and a beloved civic and business leader of this community passed away on May 9, 1959; and

'WHEREAS, the Board of Trustees is keenly aware of the loss which it has sustained through the untimely death of this fine gentleman whose unselfish devotion to his assigned tasks and whose keen insight shall ever serve as a goal for those who were associated with him; and

'WHEREAS, the Board wishes to make its expression of appreciation for his service and its expression of regret over his departure a permanent part of the records of this institution;

'NOW, THEREFORE, BE IT RESOLVED:

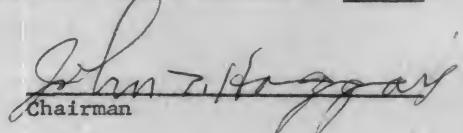
'1. That the Board of Trustees of Wilmington College expresses its personal sense of loss and its deepest sympathy to the members of the family of Howard A. Penton, Sr.

'2. That a copy of this resolution be spread upon the minutes of this Board and that a copy thereof be delivered to the members of his family.

'Done at Wilmington College this 19th day of May, 1959."

Mr. Tomlinson apologized for his lack of attendance in the past few months, because of his political obligations.

Mr. Payne moved to adjourn at 9:10 p.m. Seconded by Mr. Schwartz. Passed.

  
John T. Haggard  
Chairman

  
Fred Rappi, Jr.  
Secretary

## Minutes

A special meeting of the Board of Trustees was called and convened May 26, 1959 at 9:09 p.m.

Members present were Mr. Frederick Coville; Mr. Wilbur R. Dosher; Dr. C. E. Hartford; Dr. John T. Hoggard; Mr. Harry Payne; Mr. J. Fred Rippy; Mr. B. D. Schwartz; Mr. L. Bradford Tillery; and Mr. Eugene B. Tomlinson. *Mr. Graham* -

Dr. Randall presented Mr. Albert Carl Gay, Jr., as a prospective instructor in Social Science. Mr. Gay was questioned by the Board and Mr. Dosher made a motion to hire Mr. Gay for the year 1959-60. Motion was seconded by Mr. Payne. Passed.

The meeting was adjourned at 9:14 p.m.

*John T. Hoggard*  
Chairman

*E. D. Rippy, Jr.*  
Secretary

The regular meeting of the Board of Trustees, June 9, 1959, at the College.

Eleven members present: Mr. Frederick Coville; Mr. Wilbur R. Dosher; Mr. Frederick Graham; Dr. C. E. Hartford; Dr. John T. Hoggard; Mr. Harry Payne; Mr. J. Fred Rippy, Jr.; Mr. B. D. Schwartz; Mr. L. Bradford Tillery; Mr. Eugene B. Tomlinson; Mr. E. L. White. Also present were the architects, President William M. Randall, and Dean of Women, Shannon Morton.

The Board dispensed with the reading of the minutes and approved the minutes of May 19, 1959. The special meeting of May 26, 1959 should be corrected by adding Mr. Frederick B. Graham to members present.

President's report:

Dr. Randall discussed with the Board the estimated revenues for the 1958-59 Budget and the actual revenues received. He stated that \$232,280.16 has been or will be collected by June 30 and that \$219,135.00 was estimated to be collected. Dr. Randall suggested that \$5,000.00 be appropriated for the 1958-59 Budget and that any balance at June 30 should go into the Building Fund.

Mr. Graham moved to appropriate \$5,000.00 for the 1958-59 Budget to take care of any deficit and the remainder be appropriated to the Reserve Building Fund on Certificate of Deposits. Seconded by Mr. Tomlinson. Passed.

A letter was presented to the Board from Al Dickson of the Star News. Mr. Dickson thanked the College for the eleven scholarships presented to the Spelling Bee winners. Mr. Tillery was asked to acknowledge the letter as Secretary of the Board.

No report was given by the Executive Committee.

No report was given by the Finance Committee.

Student Activities Committee:

Mr. Schwartz, Chairman, reported the Baseball team made the trip to and from Colorado safely. Mr. Schwartz told the Board that of the \$1,250.00 allotted the team \$1,081.00 was the net amount spent.

Mr. Schwartz read a letter from the National Junior College Athletic Association commending the team on their fine record.

No report was given by the Public Relations Committee.

Buildings and Grounds Committee:

Mr. Graham, Chairman, reported that a gift of \$500.00 from Mr. and Mrs. J. H. Fussell, Jr. and a gift of \$10,700.00 from Mr. and Mrs. Raiford G. Trask have been received and deposited in Certificates of Deposits in the Wachovia Bank in the name of Wilmington College Special Gifts Building Fund.

John T. Hoggard  
Chairman  
J. Fred Rippy, Jr.  
Secretary

Mr. Graham moved that the Chairman of the Board together with the President of the College write a letter of acceptance, appreciation and gratitude which is to be sent to Mr. and Mrs. Fussell, Jr. and Mr. and Mrs. Raiford G. Trask. Seconded by Mr. Tillery. Passed.

Mr. Payne told the Board of the great interest the Presidents of several garden clubs have in landscaping the College grounds as a project. This project will be handled through the Council of Garden Clubs.

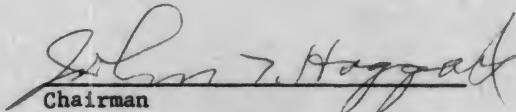
The Architects presented a scale model of the four buildings to be built and the floor plans for these buildings.

Mr. Graham expressed how impressed the Board was with the models. He also expressed that the Buildings and Grounds Committee should be given time to go into considerable detail before the final decision is made.

Mr. Coville moved that the Board approve the architects' tentative recommendation on the locations of the four buildings and give the Buildings and Grounds Committee complete authority to pursue the Building plans. Seconded by Mr. Schwartz. Passed.

The Buildings and Grounds Committee will meet with the architects on Tuesday, June 16 at 2:15 p.m.

Meeting was adjourned at 8:46 p.m.

  
John J. Haggard  
Chairman

  
Fred Rappi, Jr.  
Secretary

Whereas, Howard A. Penton, a member of the Board of Trustees of Wilmington College and a beloved civic and business leader of this Community passed away on May 9, 1959; and

Whereas, the Board of Trustees is keenly aware of the loss which it has sustained through the untimely death of this fine gentleman whose unselfish devotion to his assigned tasks and whose keen insight shall ever serve as a goal for those who were associated with him; and

Whereas, the Board wishes to make its expression of appreciation for his service and its expression of regret over his departure a permanent part of the records of this institution;

NOW, THEREFORE, BE IT RESOLVED:

1. That the Board of Trustees of Wilmington College expresses its personal sense of loss and its deepest sympathy to the members of the family of Howard A. Penton.

2. That a copy of this resolution be spread upon the minutes of this Board and that a copy thereof be delivered to the members of his family.

Done at Wilmington College this 19th day of May, 1959.

Board of Trustees of Wilmington College

By: John R. Haggard

Regular meeting of the Board of Trustees, July 28, 1959 at the College.

Eight members present: Mr. Frederick Coville; Mr. Frederick B. Graham; Dr. John T. Hoggard; Mr. Harry Payne; Mr. J. Fred Rippy; Mr. B. D. Schwartz; Mr. L. Bradford Tillery; Mr. Raiford G. Trask. Also present were President William M. Randall and Dean J. M. Crews.

The meeting was called to order at 7:30 p.m.

The minutes of the regular meeting of June 9, 1959, were read and approved.

The chair was turned over to Dr. Randall for the election of a Chairman for the Board of Trustees for the year 1959-60.

Mr. Schwartz moved to re-elect Dr. Hoggard as Chairman. Seconded by Mr. Payne. Passed.

Mr. Payne moved to elect Mr. Tillery as Vice-Chairman of the Board of Trustees for the year 1959-60. Seconded by Mr. Schwartz. Passed.

Mr. Tillery moved to elect Mr. Rippy as Secretary and Treasurer of the Board of Trustees for the year 1959-60. Seconded by Mr. Payne. Passed.

The Board authorized Dr. Hoggard, Chairman, to appoint members to the various committees.

President's report:

Dr. Randall told the Board of the \$300 scholarship that had been received from the American Contract Bridge League.

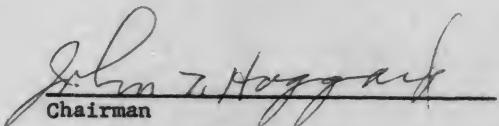
Dr. Randall told the Board about the U. S. Marine Corps desiring one page of the College Catalogue to spread information about their training.

Dr. Randall told the Board that in July he and Dr. Hoggard went to Jacksonville with Dr. Purks to answer questions about community colleges.

Dr. Randall told the Board about the State Legislature passing a bill for \$1,500,000.00 for Community Colleges contingent on passage of a bond issue by the voters. No money will be received for repairs to the present Wilmington College Building.

Dr. Randall told the Board that 137 students were enrolled for the first term of Summer School, 128 are enrolled for the second term of Summer School.

The Board approved the President's report for 1958-59 and authorized that a copy be given to the Newspaper, excluding the supplementary portion on Williston.

  
John T. Hoggard  
Chairman

  
J. Fred Rippy, Jr.  
Secretary

Mr. Graham moved that the Treasurer be given authority to open four new bank accounts for the College in accordance with the recommendation of the auditors. They are: Student Activities Fund, Athletic Activities, Scholarship and Fledgling. Seconded by Mr. Payne. Passed.

Dr. Randall told the Board that due to the absence of the Chairman of the Finance Committee the Auditor thought it wise to wait until August 11, 1959 to explain the Audit Report. Copies of the Audit were given to each member of the Board.

Mr. Randall recommended very strongly that the College fiscal year be altered beginning this year. The new fiscal year will run from September 1 to August 31 instead of July 1 to June 30.

Mr. Schwartz moved the fiscal year of the College be changed from July 1 to June 30 to September 1 to August 31. Seconded by Mr. Coville. Passed.

Student Activities Committee:

Mr. Schwartz presented a letter from Mr. J. Frank Collier, Manager of the PUB, telling of his interest in moving out to the new College to operate the store.

A letter is to be sent to Mr. Collier telling him the Board will keep him in mind and that no decision can be made at this time.

Mr. Schwartz moved to renew the Intercollegiate Athletic Medical Insurance on the College Teams. Seconded by Mr. Graham. Passed.

Mr. Payne moved that the Student Activities Committee work with the architects for the plans of a complete athletic program including Gym & auditorium, Tennis, Baseball diamond, Track and Golf. These plans would then be submitted to the Buildings and Grounds Committee and to the Board of Trustees. An outstanding citizen should head up a drive to raise money for this program. Seconded by Mr. Trask. Passed.

Building and Grounds Committee:

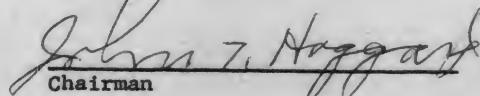
Mr. Graham reported that the proper information has been sent to the State in requesting matching funds for land purchased for the College Campus.

Mr. Graham told the Board that Wallace Murchison, Attorney, is pushing the suit on the Bishop tract of land.

Mr. Graham reported that Mr. Boney, Architect, is working on plans and specifications.

Mr. Graham expressed that the College should be furnished a rendering of each building. The Board indicated its approval.

Dr. Randall was asked to request the rendering of each building by August 11.

  
John T. Haggard  
Chairman

  
Fred Rapp, Jr.  
Secretary

Dr. Hoggard appointed all Board members to the Buildings and Grounds Committee.

Mr. Tillery told the Board of a questionnaire received on the Welfare & Pension Plan from the Government and stated that in his opinion the questionnaire is not applicable to the College.

Mr. Tillery told the Board of deeds that have been received from T. A. Crews and Grantors and from E. Warren Edwards & Wife Irene W. Edwards for the strip of land along the College property.

Mr. Tillery moved that a letter of appreciation be sent to T. A. Crews and Grantors and to E. Warren Edwards & Wife Irene W. Edwards to be signed by the President. Seconded by Mr. Graham. Passed.

Mr. Tillery moved that the Board adopt the following resolution. Seconded by Mr. Graham. Passed.

WHEREAS, the members of the Board of Trustees of Wilmington College were shocked and saddened to learn of the untimely death of Mr. E. L. White, and ~~on June 27, 1959~~

WHEREAS, the Board of Trustees recognizes that his counsel, wisdom and devoted service to Wilmington College will be missed beyond measure, and

WHEREAS, the Board wishes to make its feeling of deep sympathy over the passing of this esteemed citizen and public servant a matter of public record;

NOW, THEREFORE, BE IT RESOLVED:

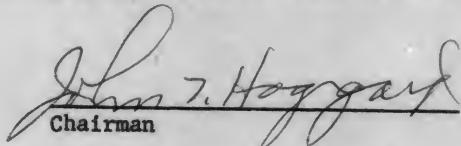
First: That the Board of Trustees of Wilmington College extends to the family of Mr. E. L. White its deepest sympathies on the occasion of their loss.

Second: That a copy of this resolution be spread on the minutes of this Board and that a copy be delivered to the members of his family.

The Board asked Dr. Randall to send a letter of deepest sympathy in their behalf to Louis H. Adcock for his wife's death.

Mr. Tillery told the Board that he appeared before the County Commissioners in place of Dr. Hartford and requested that they give the College the following:

1. Pro-rate share of back tax collections
2. Pro-rate share of intangible tax collections
3. The full five cents levy as authorized by the voters
4. Any surplus in the Wilmington College account as of June 30, 1959

  
John T. Hoggard  
Chairman

  
Fred Rippy Jr.  
Secretary

The members of the Board officially expressed to Mr. Raiford G. Trask their pleasure on the occasion of his appointment as a Trustee of Wilmington College.

The meeting was adjourned at 8:57 p.m.

John Z. Haggard  
Chairman

Stedman L. Rippy, Jr.  
Secretary

I, H. A. MARKS

do solemnly swear that I will support the Constitution of the United States, and do solemnly and sincerely swear that I will be faithful and bear true allegiance to the state of North Carolina and to the constitutional powers and authorities which are or may be established for the government thereof; and that I will endeavor to support, maintain and defend the constitution of said state, not inconsistent with the constitution of the United States, to the best of my knowledge and ability, and do swear that I will well and truly execute the duties of my office as a member of the Board of TRUSTEES of  
WILMINGTON COLLEGE  
according to the best of my skill and ability, according to law, so help me, God.

H. A. Marks

Sworn to and subscribed before me,  
this the 5<sup>th</sup> day of SEPT, 1960.

Rudolph DeLoach  
President Judge  
Fifth Judicial District

I, H. A. Marks

do solemnly swear that I will support the Constitution of the United States, and do solemnly and sincerely swear that I will be faithful and bear true allegiance to the state of North Carolina and to the constitutional powers and authorities which are or may be established for the government thereof; and that I will endeavor to support, maintain and defend the constitution of said state, not inconsistent with the constitution of the United States, to the best of my knowledge and ability, and do swear that I will well and truly execute the duties of my office as a member of the Board of Trustees, Wilmington College, Wilmington, N. C.

according to the best of my skill and ability, according to law, so help me, God.

H.A Marks

Sworn to and subscribed before me,  
this the 31st day of Aug., 1959.

Joseph Dunc  
President Judge  
Fifth Judicial District

## Minutes

Regular meeting of the Board of Trustees, August 18, 1959, at the College.

Seven members present, Mr. Frederick Coville; Mr. Frederick B. Graham; Dr. C. E. Hartford; Dr. John T. Hoggard; Mr. Harry E. Payne; Mr. J. Fred Rippy, Jr.; Mr. Raiford G. Trask.

Dr. Hoggard, Chairman, called the meeting to order at 7:45 p.m.

The minutes of July 28, 1959, were read and approved.

Dr. Hoggard appointed the members to the various committees.

Executive Committee

Frederick B. Graham  
Dr. John T. Hoggard  
Harry E. Payne  
J. Fred Rippy, Jr.  
L. Bradford Tillery

Student Activities Committee

Wilbur R. Dosher  
Harry E. Payne  
J. Fred Rippy, Jr.  
B. D. Schwartz  
L. Bradford Tillery  
Eugene B. Tomlinson, Jr.

Finance Committee

Frederick B. Graham  
Dr. C. E. Hartford  
J. Fred Rippy, Jr.  
Raiford Trask

Public Relations Committee

Frederick Coville  
Wilbur R. Dosher  
B. D. Schwartz  
Eugene B. Tomlinson, Jr.  
Raiford Trask

Building and Grounds Committee

Frederick Coville  
Wilbur R. Dosher  
Frederick B. Graham  
Dr. C. E. Hartford  
Dr. John T. Hoggard  
Harry E. Payne  
J. Fred Rippy, Jr.  
B. D. Schwartz  
L. Bradford Tillery  
Eugene B. Tomlinson, Jr.  
Raiford Trask

Scholarship Committee

Dr. John T. Hoggard  
J. Fred Rippy, Jr.  
Raiford Trask

Mr. Graham moved to accept the Committee appointments. Seconded by Mr. Coville. Passed.

Finance Committee:

Mr. Harry Cherry and Mr. Joe Nantz, Auditors, were present to answer any questions that the Board members might need answered. Mr. Cherry suggested that the Board not authorize an audit on August 31, 1959, but instead have the books closed at that time and reopened on September 1, and then have a complete 14 month audit on August 31, 1960.

John T. Hoggard  
Chairman  
J. Fred Rippy, Jr.  
Secretary

The Finance Committee discussed with the Board the 5-cent tax levy from the County. The Board suggested that Dr. Hartford ask for a decision from the State Attorney General as to what is actually due the College.

Mr. Graham moved to accept the proposal from the Burroughs Corporation to service the Burroughs Sensimatic Bookkeeping machine for an annual fee of \$154 per year. Seconded by Mr. Payne. Passed.

Mr. Rippy moved to accept the 1958-59 Audit Report. Seconded by Dr. Hartford. Passed.

Dr. Hartford discussed with the Board the Budget Report of June 30.

Mr. Graham suggested that Dr. Hartford and Dr. Randall deserve a lot of credit for the fine way the Budget was handled.

Mr. Payne moved to approve the report of the Finance Committee. Seconded by Mr. Graham. Passed.

President's Report:

Dr. Randall told the Board that summer school will officially end August 26. The Fall Quarter will begin on September 1. Dr. Randall invited each member to be present at the Freshman Orientation on Tuesday, September 1, at 9:00 a.m.

Mr. Graham was asked to represent the College at a September Rotary meeting. Mr. Graham will bring the club up to date on the building plans.

Student Activities Committee:

Mr. Rippy presented the Student Activities Committee report in the absence of Mr. Schwartz.

Dr. Randall read a brief on Scholarships for 1959-60.

The Brief suggested that a sum equal to 3% of the estimated tuition income be budgeted each year for free scholarships to be awarded by a Scholarship Committee composed of three members of the faculty and three members of the Board of Trustees, with the Dean of the College acting as Chairman. These scholarships would be awarded on the dual basis of need and academic promise, and only as many would be awarded each year, within the limit of the budgeted funds, as there are candidates who meet the requirements of the Committee. The Committee also will manage the endowment scholarships.

Mr. Graham moved the granting of scholarships as outlined by the President's Brief and recommended by the Student Activities Committee be approved. Seconded by Mr. Trask. Passed.

*John J. Haggard*  
Chairman

*Fred Rippy Jr.*  
Secretary

Mr. Rippy presented to the Board figures of deficits on the Student Activities Fund and the Athletic Fund. The Committee recommended that the Board appropriate \$1542.10 to take care of the \$550 Athletic salary that should have been paid from the regular salary budget and \$992.10 for Blazers that should have been paid for from the general fund. Mr. Rippy told the Board there were several outstanding bills that could be paid upon the transferal of the money.

Dr. Hartford moved to transfer \$1542.10 to the Student Activities Fund from the General Fund to take care of the deficit. Seconded by Mr. Coville. Passed.

Mr. Rippy stated that the Athletic Department is planning a good program for next year.

Dr. Hartford moved to revise the 1959-60 Budget to appropriate \$1000 for public relations, and also to revise the Budget by increasing income of student fees for \$1000. Seconded by Mr. Graham. Passed.

Mr. Payne told the Board the Book Store inventory was being kept on a perpetual basis.

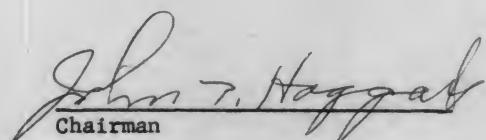
Dr. Randall told the Board that Leon Brogden, Athletic Director for the College, has requested that he be allowed to resign.

Mr. Graham moved that the resignation of Mr. Brogden at his own request be accepted and that a letter be sent expressing the Board's hope that his interest in the College will continue and thanking him for his past services to the College. Seconded by Mr. Payne. Passed.

Buildings and Grounds Committee:

Mr. Graham told the Board the Architects should have the plans ready to present by August 28. A meeting will be called when they are ready.

The meeting adjourned at 9:24 p.m.

  
John J. Haggard  
Chairman

  
Fred Rippy, Jr.  
Secretary

## Minutes

Regular meeting of the Board of Trustees, Tuesday, September 15, 1959, at 7:30 p.m. at the College.

Nine members present: Mr. Frederick Coville; Mr. Frederick Graham; Dr. C. E. Hartford; Dr. John T. Hoggard; Mr. H. M. Marks; Mr. Harry Payne; Mr. B. D. Schwartz; Mr. L. Bradford Tillery; Mr. Raiford G. Trask.

The minutes of August 18, 1959 were read and approved.

The members of the Board officially expressed to Mr. H. M. Marks their pleasure on the occasion of his appointment as a Trustee of Wilmington College.

Mr. Marks stated that the appointment was quite an honor and hoped he could be of service to the College.

Dr. Hoggard appointed Mr. Marks to the Public Relations Committee and the Student Activities Committee. Dr. Hoggard asked Mr. Marks to act as Chairman of the Public Relations Committee due to the illness of Wilbur R. Dosher.

**President's Report:**

Dr. Randall told the Board that school officially started September 8, 1959. Dr. Randall told the Board with the entrance exams that were given this year a 10% drop in enrollment was expected but the enrollment has increased.

Dr. Randall told the Board that the taxes on the College property have been paid, thanks to Mr. Trask. The receipts will be submitted to Raleigh.

Dr. Randall told the Board that the Board members are invited to attend a meeting at the University of Oklahoma for Associates of Governing Boards and Allied Institutions.

**Finance Committee:**

Dr. Hartford told the Board of his talk with Mr. T. D. Love, County Auditor. He asked Mr. Love as to whether the College is entitled to the 5-cent tax levy, even though that would exceed the amount the College might have asked for.

The Board decided next year to present a budget of estimated expenses to the County Commissioners and ask for a 5-cent tax levy to help the College meet the budget.

**Buildings and Grounds Committee:**

Mr. Graham told the Board that on September 11 a meeting was held by the Buildings and Grounds Committee. Prior to this meeting long and hard hours of work were put into looking at other Colleges and after a very heart-searching investigation of the types of architectural styles to select, the Committee

John T. Hoggard  
Chairman  
Frederick G. Trask  
Secretary

composed of nine members voted unanimously for Modified Georgian style architecture. Mr. Graham asked the Board to ratify and approve the actions of the Buildings and Grounds Committee.

Mr. Payne moved that the Board of Trustees ratify and approve the action taken by the Buildings and Grounds Committee on the selection of the Modified Georgian style architecture. Seconded by Mr. Tillery. Passed.

Mr. Trask moved to purchase from Isadora B. Spencer 9 9/10 acres of the Bishop Heirs Tract number 7 lying adjacent to the Morton Tract for a price of \$6,515.00 and that the tract belonging to Rebecca Bishop and daughter, tract number 6 composed of 6 1/10 acres, be purchased at a price not exceeding \$5,000.00. Both of these tracts are to be purchased through negotiation. Seconded by Mr. Schwartz. Passed.

Mr. Schwartz moved to pass a resolution asking the architects to have the plans completed for bids not later than 60 days from this day. Seconded by Mr. Marks. Passed.

Student Activities Committee:

Mr. Schwartz told the Board of the fine program the Athletic Department has planned for this year. Mr. Schwartz told the Board that season tickets will be sold for \$6.00. The tickets will admit a person to all the basketball events. A season ticket for \$10.00 will be sold to patrons of Wilmington College.

New Business:

Mr. Tillery asked to be brought up to date on the Wilmington College Community Theatre.

Dr. Randall assured the Board that the theatre is not a community project.

The meeting was adjourned at 8:50 p.m.

*John Z. Hoggay  
Fred Rippy, Jr.*

Regular meeting of the Board of Trustees Tuesday, October 13, 1959  
at 7:30 p.m. at the College.

Eight members present: Dr. C. E. Hartford; Dr. John T. Hoggard;  
Mr. H. A. Marks; Mr. Harry Payne; Mr. J. Fred Rippy, Jr.;  
Mr. B. D. Schwartz; Mr. L. Bradford Tillery; Mr. Raiford G. Trask.

Dr. Hoggard, Chairman, called the meeting to order at 7:35 p.m.

Minutes of September 15 were read and approved upon the correction of  
H. M. Marks being changed to H. A. Marks.

President's Report:

Dr. Randall told the Board that \$60,800.46 has been received from the State. This amount covers matching funds for land purchased and legal fees in connection with the land purchased. This money has been put on six-month Certificates of Deposit at 3% interest at the Wachovia Bank.

Dr. Randall told the Board that Mr. Graham received a letter from Mr. T. D. Love, stating that the Building Fund has \$5,367.50 in interest from investment of the Bond Issue money.

Dr. Randall informed the Board that a corporate seal has been obtained for legal documents.

Dr. Randall told the Board that Dorothy Marshall, Registrar, is obtaining a notary public seal.

Dr. Randall gave the Board the enrollment figures by departments for the Fall Quarter.

Dr. Randall reminded the Board that the Group Insurance Program now in force with Southern Heritage Insurance Company will be up for renewal in December.

Mr. Tillery moved the group insurance policy presently in force be referred to the Executive Committee, and that interested insurance companies be offered a chance to bid before a new contract is signed. Seconded by Mr. Payne. Passed.

Dr. Randall presented to the Trustees a booklet on Long Range Planning for Colleges and Universities, by Dr. Arnold F. Emch.

Dr. Randall told the Board that the architects are not quite ready with the revised plans. The plans should be ready in a very short time. Dr. Randall discussed with the Board the floor plans of the three buildings.

Dr. Randall told the Board that a Committee composed of faculty members are making a complete study of equipment as follows:

1. Equipment presently owned and used by the College.
2. Amount of this equipment that can be used in the new building.
3. New equipment that will be needed in the new building.

*John T. Hoggard*  
Chairman

*J. Fred Rippy, Jr.*  
Secretary

Dr. Randall asked the Board to be thinking about the following:

1. More custodial help on new campus. Possibly a part-time superintendent of buildings and grounds will be needed. Dr. Randall suggested that Mr. Calvin Doss be considered for this position.
2. Fire control on the new campus.
3. Night watchman on the new campus.

Dr. Randall expressed the need of a half-ton pick-up truck for the Engineering Department.

Mr. Marks moved to purchase a half-ton pick-up truck for the Engineering Department. Seconded by Mr. Payne. Passed.

Dr. Randall told the Board that Riegel Paper Company, International Paper Company, Corps of Engineers, and Corbett Package Company met at the College to discuss a Forestry Technology program.

Dr. Randall told the Board that Mr. Murchison, Attorney, has asked that a check for \$750 be made payable to Edward Spencer and Isadora Bunting Spencer as down payment on tract number 7 of the Bishop Heirs Tract, the total amount payable for tract number 7 being \$6,515.00.

Mr. Crews, Dean, told the Board of the scholarships that have been presented this year. They are as follows:

<u>Scholarship</u>	<u>Recipient</u>	<u>Amount</u>
Wrightsville Beach		
Lion's Club	Minor, John H.	\$250
Wilmington Bridge Club	Miastkowski, Ed	\$300
Academic	Creech, Jean (Mrs.)	\$225
Academic	Hodges, Elbert	\$225
Academic	Horrell, Norma	\$225
Academic	Jacobs, Jack A.	\$225
Academic	Murray, Horace D.	\$225
Academic	Schwartz, Otto	\$225
Academic	Simon, Albert L.	\$225
Academic	Steljes, Robert	\$225
Academic	Teague, Thomas T.	\$225
Academic	Trawick, Ross F., Jr.	\$225
	Total	\$2800

Dr. Randall presented to the Board a check from Riegel Paper Company for \$500 to be used for the general program of the College.

Mr. Trask moved that the \$500 from Riegel Paper Company should be put in six-month Certificates of Deposit at 3% interest in the name of Wilmington College-Special Gifts Building Fund. Seconded by Mr. Marks. Passed.

John W. Hoggard  
Chairman  
E. Lee Rupp, Jr.  
Secretary

Dr. Hoggard moved that a resolution of thanks be sent to the Riegel Paper Company for this generous contribution. Seconded by Mr. Marks. Passed.

Finance Committee:

Dr. Hartford went over the Budget for the month of September in detail with the Board of Trustees.

Mr. Rippy moved to accept and approve the Finance Committee's report. Seconded by Mr. Schwartz. Passed.

Buildings and Grounds Committee:

Mr. Tillery told the Board that when draining the College property the drag line cut down some trees. The trees were sold to three different lumber companies for \$28.76.

Mr. Rippy moved that the timber sold, resulting from the drag line operation, be approved and that the \$28.76 be placed on Certificates of Deposit in the name of Wilmington College-Special Gifts Building Fund. Seconded by Mr. Marks. Passed.

Mr. Payne moved that the principal building be named Hoggard Hall in appreciation for the many and valuable services rendered the College and the Community which it serves by Dr. John T. Hoggard, Chairman of the Board of Trustees. Seconded by Mr. Schwartz. Passed.

Student Activities Committee:

Mr. Schwartz, Chairman, told the Board that any athletic purchases of \$50 or more are being made on competitive bids.

Mr. Schwartz told the Board that several radio stations are asking permission to broadcast the college basketball games.

Mr. Schwartz asked the Trustees to sell sponsorship tickets that entitle a person to all regular season athletic events.

Public Relations:

Mr. Marks told the Trustees that a meeting will be held in the near future.

Mr. Tillery told the Board that he had talked with Mr. T. D. Love, County Auditor, in connection with the five-cent tax levy. He feels that Mr. Love agrees that the Board of County Commissioners is obligated to honor the budget request of the College to the extent that it does not go over the five-cent levy. Mr. Tillery advised the Board to ask for the difference between the five-cent levy and the amount actually requested from the County for the 1959-60 Budget.

Dr. Randall informed the Board that he will return to the hospital on October 18 for X-rays and possible surgery.

Mr. Schwartz moved to adjourn at 9:35 p.m. Seconded by Mr. Tillery. Passed.

John T. Hoggard  
Chairman

A. Rippy Jr.  
Secretary

Regular meeting of the Board of Trustees, Tuesday, November 17, 1959 at the College.

Seven members present: Mr. Frederick Coville; Mr. Frederick B. Graham; Dr. John T. Hoggard; Mr. Harry Payne; Mr. J. Fred Rippy, Jr.; Mr. B. D. Schwartz; Mr. Raiford G. Trask.

Minutes of October 13 were read and approved upon the correction of Corbett Paper Company being changed to Corbett Package Company.

Dr. Randall elaborated on the fringe benefits for the faculty by saying he felt the faculty would rather have an increase in salary.

Dr. Randall told the Board that 155 people enrolled in the Adult Education classes. Five additional classes will start later in the year. Dr. Randall said he felt it was the best public relations device the College has ever had.

Dr. Randall told the Board that exams start November 18, and registration for the Winter Quarter will be held on November 30.

Executive Committee:

Dr. Hoggard, Chairman, told the Board that the life insurance program has been referred to a special committee. This committee will report to the Board on December 8.

Buildings and Grounds Committee:

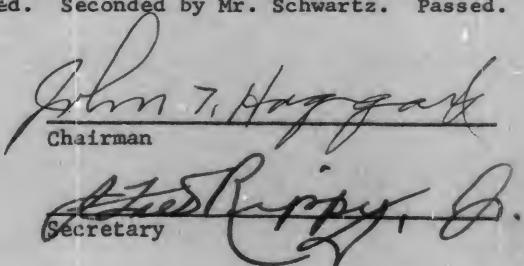
Mr. Graham moved that the Board ratify and approve the action of the Buildings and Grounds Committee at their last meeting with the exception of the alternate bid of the Hoggard Hall. Seconded by Mr. Payne. Passed.

"Buildings and Grounds Committee meeting November 3, 1959 at the College.

'Seven members present: Mr. Frederick Coville; Mr. Frederick B. Graham; Dr. C. E. Hartford; Dr. John T. Hoggard; Mr. H. A. Marks; Mr. Harry Payne; Mr. B. D. Schwartz; Mr. L. Bradford Tillery. Also present were Mr. Frank Ballard; Mr. Charles Boney; Mr. Leslie N. Boney. Representing the College were J. M. Crews and Calvin Doss.

'Mr. Marks moved that the Committee authorize the Architects to proceed with the plans for the Hoggard Hall, less air conditioning making provisions for its future installation at a minimum cost. Seconded by Mr. Payne. Passed.

'Mr. Tillery moved that the Committee approve the up-to-date plans for the three buildings as submitted by the Architects and to authorize the Architects to proceed with maximum speed. Seconded by Mr. Schwartz. Passed.

  
John T. Hoggard  
Chairman

  
J. Fred Rippy, Jr.  
Secretary

'Mr. Marks moved that the cupola be placed on the Hoggard Hall.  
Seconded by Dr. Hoggard. Passed.

'The Architects stated that the final plans and specifications would  
be ready by January 8, 1960, at which time the said plans and specific-  
ations would be submitted to various contractors for bids."

Mr. Trask moved that the Architects be paid \$12,500.00 on account for  
work performed and this payment be made with the specific understanding  
on the part of the Architects that their total fees will not amount to  
more than 5% of the cost of the Buildings. Seconded by Mr. Schwartz.  
Passed.

Student Activities Committee:

Mr. Schwartz asked that all sponsorship tickets be in by December 8.

Meeting was adjourned at 8:30 p.m.

John T. Hoggard  
Chairman  
Fred Rappi, Jr.  
Secretary

Regular meeting of the Board of Trustees Tuesday, December 8, 1959 at 7:30 p.m. at the College.

Seven members present: Mr. Frederick Coville; Mr. Frederick B. Graham; Dr. John T. Hoggard; Mr. H. A. Marks; Mr. Harry Payne; Mr. J. Fred Rippy, Jr.; Mr. L. Bradford Tillery. Representing the College were Dr. Randall and Mr. Crews.

Dr. Hoggard called the meeting to order at 7:30 p.m.

Mr. Tillery moved that the minutes of November 17 stand approved as corrected, the correction being to add November 3 to the following motion. Seconded by Mr. Graham. Passed.

"Mr. Graham moved that the Board ratify and approve the action of the Buildings and Grounds Committee of November 3 with the exception of the alternate bid of the Hoggard Hall. Seconded by Mr. Payne. Passed."

President's Report:

Dr. Randall asked the Special Insurance Committee, made up of Mr. Rippy and Mr. Payne, to submit the bids for the insurance program for next year.

Mr. Rippy stated that the group life insurance plan for the faculty and the administration of the College was inaugurated last year. Four insurance companies were asked to submit bids for the coming year. They are as follows:

Mutual of Omaha \$.90 per \$1,000

Massachusetts Mutual Life Insurance Company \$.86 per \$1,000,  
in three years this would decrease to \$.79 per \$1,000

Southern Heritage Life Insurance Company \$.75 per \$1,000

Mr. Rippy stated that after three years unless Southern Heritage increased their rates they would still be lower than Mutual of Omaha or Massachusetts Mutual.

Mr. Rippy moved that the College continue the life insurance coverage with Southern Heritage Life Insurance Company at the rate of \$.75 per \$1,000 of the life insurance now in force. Seconded by Mr. Payne. Passed.

Dr. Randall reported that \$961.10 has been received from gate receipts to date for the basketball season.

Dr. Randall reported that on December 13 he and Mr. Brooks will attend the Athletic Conference in Sanford, N. C. Dr. Randall told the Board that the question has come up as to whether the College should ask the Conference to hold their Tournament in Wilmington.

Mr. Marks moved that the College extend an invitation to the Conference to hold their Tournament in Wilmington. Seconded by Mr. Payne. Passed.

John T. Hoggard  
Chairman

J. Fred Rippy, Jr.  
Secretary

Dr. Randall told the Board that 432 students are enrolled for the Winter Quarter.

Dr. Randall told the Board that he has written Safeway Transit Company asking for suggestions about bus routes to the new College campus.

Dr. Randall told the Board the College will need to employ four new instructors for the year 1960-61.

Public Relations Committee:

Mr. Marks, Chairman, reported that the Committee met on December 7, discussing the status of the College's publicity. The Committee found that College events are receiving very good publicity.

The Committee felt that for public relations reasons, the College needs an alumni organization. The College had such an organization a few years ago which failed. The Committee would like to reactivate the organization at a ground-breaking exercise by giving the alumni a part in the exercise. All alumni would be invited and we would reorganize at that time.

The Committee felt that for an enrollment the size of ours this would be the best public relations we could find. The Committee had anticipated on having a key group made up of local people.

Mr. Marks stated that there will be expense involved and funds will be needed. All ground-breaking plans are tentative.

Mr. Graham moved that the Board approve the Public Relations program. Seconded by Mr. Rippy. Passed.

Buildings and Grounds Committee:

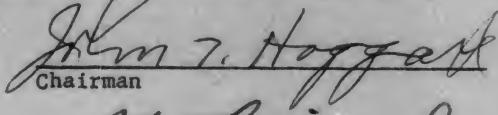
'Meeting of the Buildings and Grounds Committee of December 4, 1959, at 2:30 p.m. at the College.

'Seven members present: Mr. Frederick B. Graham; Dr. John T. Hoggard; Mr. H. A. Marks; Mr. Harry Payne; Mr. B. D. Schwartz; Mr. L. Bradford Tillery; Mr. Raiford G. Trask. Representing the College were Dr. Randall and Mr. Crews.

'Mr. Graham stated the purpose of the meeting as one of discussing plans for the College participation in the new bond issue.

'Dr. Randall read letters received from Mr. Coltrane and the Board of Higher Education asking the Trustees to state plans and the program now being formulated in connection with obtaining monies under the new bond issue.

'Mr. Marks moved that the President be instructed to present proposed building needs of at least \$1,000,000.00 to the Board of Higher Education and request the State to allot \$500,000.00 of this amount toward the completion of our present building program and a new building program. Seconded by Mr. Payne. Passed."

  
John T. Hoggard  
Chairman

  
Fred Rippy, Jr.  
Secretary

Mr. Graham moved that the Board ratify and approve the action of the Buildings and Grounds meeting of December 4. Seconded by Mr. Payne. Passed.

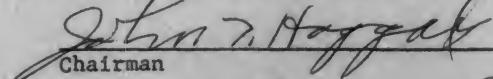
Mr. Graham told the Board that a letter has been sent to Mr. James E. Hillman, Assistant Director, Board of Higher Education requesting capital improvement needs to be derived from the \$1,500,000.00 Bond Election. A break-down includes the completion of buildings now in process, \$200,000.00; Cafeteria, \$200,000.00; Auditorium, \$400,000.00; and Administration Building, \$200,000.00

Mr. Graham moved that a rendering of the three buildings now in process be completed at a cost of \$300.00. Seconded by Mr. Payne. Passed.

Mr. Graham moved to pay Henry Von Oesen \$575.00 for engineering services in preliminary phase, site selection, consultation on drainage and topography conditions, and survey party in location and layout on drainage canal. Seconded by Mr. Payne. Passed.

Mr. Marks moved to authorize the Chairman of the Board to accept Mr. White's scholarship endowment on prompt delivery either in stocks or cash after Mr. Tillery has investigated the legalities. Mr. Tillery is to report to the Executive Committee subject to the approval of the Board of Trustees. Seconded by Mr. Payne. Passed.

Mr. Payne moved to adjourn at 9:10 p.m. Seconded by Mr. Rippy. Passed.

  
Chairman

  
Secretary

MINUTES  
BOARD OF TRUSTEES  
WILMINGTON COLLEGE

1960

## Minutes

Regular meeting of the Board of Trustees Friday, January 15, 1960, at 7:30 p.m. at the College.

Nine members present: Mr. Frederick Coville; Mr. Frederick B. Graham; Dr. C. E. Hartford; Dr. John T. Hoggard; Mr. H. A. Marks; Mr. Harry Payne; Mr. J. Fred Rippy, Jr.; Mr. B. D. Schwartz; Mr. L. Bradford Tillery. Also present were the architects: The Boneys, George B. Rottman, Ballard and McKim. Representing the College were Dr. Randall, Mr. Crews, and Mr. Dorsey.

Dr. Hoggard, Chairman, called the meeting to order at 7:30 p.m.

Mr. Tillery moved that the minutes of December 8, 1959, stand approved as read. Seconded by Mr. Graham. Passed.

Board of Trustees recessed at 7:45 p.m.

#### Buildings and Grounds Meeting

Mr. Graham, Chairman, turned the meeting over to Charles Boney, Architect.

Mr. Boney told the Trustees that the plans are in the process of checking procedures. In the next two weeks the plans will be forwarded to various State Agencies. Dr. Randall and the faculty will be going over them also.

The Property Control Division will notify the Architects when they can let bids.

The Architects presented the Board with a write-up describing the three buildings and specifications in detail.

Mr. Boney presented Mr. George B. Rottman, Engineer from Greensboro, to the Board.

Mr. Rottman described the mechanical system involved in the three buildings. His recommendations were to completely cool and heat the three buildings with the Heat-Pump system. Each building will have a separate unit, operated by electricity or gas, with a separate blower in each room that can be completely shut off.

If the academic building is not air conditioned under the alternate bid the Heat-Pump system would not work.

Mr. Rottman told the Board that by law three bids would have to be received from competent equipment companies.

Mr. Schwartz moved that the Board approve the Heat-Pump system as presented by Mr. Rottman. Seconded by Dr. Hartford. Passed.

John T. Hoggard  
Chairman  
J. Fred Rippy, Jr.  
Secretary

Mr. Leslie Boney went over the alternate bids with the Board as follows:

1. Science rooms will have to be furnished with new equipment.
2. Venetion blinds
3. The tile in the stair tower could be substituted with a lesser quality of tile.
4. Wood corners and columns - wood cornices and limestone
5. Not air-condition the 3rd building.

The specifications and plans do not include drainage, road system, or water and sewage system.

Dr. Hartford moved that the plans and specifications as presented by the Architects be approved with the Architects giving a little more thought to the rood of the Student Activities Building. Seconded by Dr. Hoggard. Passed.

Buildings and Grounds Committee adjourned at 9:30 p.m.

Board of Trustees convened at 9:30 p.m.

President's report:

Dr. Randall presented to the Board a bill from H. M. Lander for final revision of the map for the College property. The bill was for \$56.

Dr. Randall told the Board that the Exchange Club has agreed to sponsor the Athletic Tournament. However, they have asked the College to sign a letter underwriting 1/2 the loss. This was referred to the Athletic Committee.

Dr. Randall told the Trustees that Mr. James M. Clifton, instructor of Social Science, resigned during the Christmas Holidays. Miss Mildred Johnson and Mr. Albert C. Gay are carrying his teaching load until Spring Quarter.

Mr. Louis Adcock is out on leave for the rest of the quarter due to illness. His teaching load is being taught by Mr. George Zebrowski and Dr. John Chang.

Dr. Randall told the Trustees of his telephone conversation with Mr. Bachelor, Assistant to Dr. Purks. Mr. Bachelor stated that Wilmington College has been allotted \$400,000 of the \$1,500,000 State Bond Issue.

Finance Committee:

Dr. Hartford, Chairman, went over the budget in detail with the Trustees.

Public Relations Committee:

Dr. Randall, in the absence of Mr. Marks, Chairman, told the Trustees a Public relations meeting was held in December with three alumni members.

John J. Hoggard  
Chairman  
Alfred Rippy, Jr.  
Secretary

Some preliminary plans were made as to what could be done in the way of publicity for the College. The alumni members agreed to talk to other members and they will meet again the last week of this month.

Executive Committee:

Dr. Hoggard told the Trustees that the \$25,000 endowment left by Mr. White has been put on a Certificate of Deposit.

Mr. Payne moved to accept the gifts from the Corbett family, which includes an eighteen-foot table, sideboard, mirror, wall paper, and chandelier. Seconded by Mr. Tillery. Passed.

Buildings and Grounds Committee:

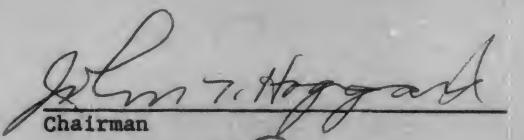
Mr. Graham moved that the Trustees ratify and approve the action of the Buildings and Grounds Committee. Seconded by Mr. Tillery. Passed.

Mr. Graham presented the following papers to the Trustees to be put in the safety deposit box:

1. The Trustees of Wilmington College vs. Isadora Bishop Smith, et al.
2. The Trustees of Wilmington College vs. Rebecca Bishop (widow), and her only child, Altimese Bishop Joyce.
3. Schedule of the total cost of acquisition of all tracts of land constituting the site of the new college.

Mr. Graham moved to pay Wallace Murchison \$3,114.85 legal fees in securing the Bishop Heirs tract. Seconded by Mr. Schwartz. Passed.

The meeting was adjourned at 10:25 p.m.

  
John T. Hoggard  
Chairman

  
A. L. Rossi, Jr.  
Secretary

Regular meeting of the Board of Trustees Tuesday, February 16, 1960, at 7:30 p.m. in room 310 at the College.

Seven members present: Mr. Frederick Coville; Mr. Frederick B. Graham; Mr. Harry Payne; Mr. J. Fred Rippy, Jr.; Mr. B. D. Schwartz; Mr. L. Bradford Tillery; Mr. Raiford Trask. Representing the College were Dr. Randall and Mr. Crews.

Mr. Schwartz moved that the minutes of January 8, 1960, be approved as read. Seconded by Mr. Payne. Passed.

President's report:

Dr. Randall referred to the Executive Committee minutes of January 22, 1960, in which the Committee considered certain applications for employment. The English Department has since received an application that they consider better than their last two recommendations, (Mrs. Judith Gatlin and Mr. Bona W. Ball). The new applicant is Mr. Thomas C. McCall. Mr. McCall is now employed at New Hanover High School. He received his Bachelor's Degree and his Master's Degree from the University of North Carolina.

Mr. Graham moved that the President be authorized to hire Mr. McCall. Seconded by Mr. Coville. Passed.

Dr. Randall presented a letter from Mr. J. A. Branch asking that Wilmington College join the Southern Association of College and University Business Officers. This was referred to the Treasurer of the Board.

Dr. Randall told the Board that he will go to Greensboro the weekend of the 27th of February to meet with College Presidents and the Budget Commission. The date will be set as to when applications for capital improvements must be in Raleigh. This does not include any bond money, but simply money set aside for capital improvements.

Finance Committee:

Mr. Tillery stated that a copy of the budget report was sent to each member of the Board.

Buildings and Grounds Committee:

Mr. Graham asked the Board to consider the idea of selling timber from the lower bay on the College Campus.

Mr. Schwartz moved that Mr. Graham, Mr. Coville, Mr. Payne, and Mr. Trask be appointed to a Landscaping Committee to supervise the necessary cutting of timber and other features consistent to landscaping the College Campus.

Mr. Graham stated that the date for letting bids has been set for Thursday, March 17, 1960, at 2:30 p.m. in the College Auditorium. The ground-breaking exercise has been tentatively set for April 1. The Governor has been asked to be the guest speaker.

Mr. Graham moved that the Board of Trustees request that the County Board of Commissioners appropriate \$20,000.00 for the College. Seconded by Mr. Payne. Passed.

Mr. Graham told the Board that the plans and specifications have been approved by the State agencies; however, the State Health Department does not approve of the College's having private water and sewage facilities.

Mr. Graham asked as many of the Trustees as could to go to the City Council meeting on February 17 to ask for water and sewage lines to the new College Campus.

Mr. Graham moved that the Board authorize that the architects be paid \$12,500 on their contract. Seconded by Mr. Payne. Passed.

Student Activities Committee:

Mr. Schwartz told the Trustees that the College Tournament was being held February 18, 19, and 20.

Public Relations Committee:

Dr. Randall told the Board that the College Chorus has been traveling for the past few days singing at different schools.

Mr. Payne and Mr. Schwartz were asked to go ahead with the idea of leasing the Snack Bar in the new College.

Mr. Payne moved that the meeting adjourn at 9:15 p.m. Seconded by Mr. Graham. Passed.

John J. Haggerty  
Chairman

Grace Rippin, Jr.  
Secretary

Regular meeting of the Board of Trustees Thursday, March 17, 1960 at 2:15 p.m. in the Auditorium.

Eleven members present: Mr. Frederick Coville; Mr. Frederick B. Graham; Dr. C. E. Hartford; Dr. John T. Hoggard; Mr. H. A. Marks; Mr. Harry Payne; Mr. J. Fred Rippy, Jr.; Mr. B. D. Schwartz; Mr. L. Bradford Tillery; Mr. Eugene B. Tomlinson.

Dr. Hoggard called the meeting to order at 2:15 p.m.

Finance Committee report:

Dr. Hartford, Chairman, told the Board that the Finance Committee met with Dr. Randall to go over the proposed budget for 1960-61. The Committee has gone over the proposed budget and recommends the adoption of the budget. The Committee asked the Board for any recommendations or questions.

The Board asked to defer the proposed budget for one week.

Mr. Schwartz moved that a special meeting be set for Thursday, March 24 at 7:30 p.m. in room 310. Seconded by Mr. Rippy. Passed.

Dr. Hoggard turned the meeting over to the Buildings and Grounds Chairman, Mr. Graham.

Mr. Graham expressed his thanks in behalf of the Board for the interest shown by everyone in connection with the New College.

Mr. Graham turned the meeting over to Leslie N. Boney, Jr.

Mr. Boney then proceeded with the opening of bids for the New Wilmington College.

The meeting was adjourned at 3:30 p.m.

John T. Hoggard  
Chairman

J. Fred Rippy, Jr.  
Secretary

Recessed meeting of the Board of Trustees, Thursday, March 24, 1960, at 7:30 p.m.

Nine members present: Mr. Frederick Coville; Mr. Frederick B. Graham; Dr. C. E. Hartford; Dr. John T. Hoggard; Mr. Harry Payne; Mr. J. Fred Rippy, Jr.; Mr. B. D. Schwartz; Mr. L. Bradford Tillery. Representing the College were Dr. Randall, Mr. Crews, Mr. Dorsey, and Mr. Piner. Representing the Architects were Mr. Frank Ballard; Mr. Leslie N. Boney, Sr.; and Mr. William Boney.

Dr. Hoggard called the meeting to order at 7:30 p.m.

Mr. Tillery moved that the minutes of March 17, 1960, be approved as read. Seconded by Mr. Graham. Passed.

President's Report:

Dr. Randall asked the Board to consider the idea of having Miss Mildred Johnson as Commencement speaker since Miss Johnson will be retiring at the end of this school year.

Mr. Graham moved that Miss Mildred Johnson be invited to make the Commencement Address at the Commencement Exercise on May 23. Seconded by Mr. Payne. Passed.

Finance Committee Report:

Dr. Hartford asked the Board to act on the Budget for 1960-61.

Mr. Coville moved to adopt the Budget for 1960-61. Seconded by Mr. Tillery. Passed.

Mr. Tomlinson moved to ask for an appropriation from the Budget Bureau of \$150,000. The \$150,000 will include \$50,000 for renovation of the Isaac Bear Building and \$100,000 for equipment, furniture, and furnishings for the New College Buildings. Seconded by Dr. Hartford. Passed.

Mr. Graham moved to amend the Budget for 1960-61 to read estimated income from County Taxes to be \$95,000 instead of \$80,000. This will increase the equipment, furniture, and furnishing expense account by \$15,000. Seconded by Dr. Hartford. Passed. Mr. Tillery voted in the negative.

It was the consensus of the Board that the County Commissioners should be requested to levy the full 5-cent tax for the next fiscal year and to appropriate to the College all funds resulting from such levy.

Dr. Hartford asked the Board if there were any questions about the Balance Sheets for the period ending February 29.

Buildings and Grounds Committee Report:

Mr. Ballard presented to the Board the following recapitulation of proposed contract awards after negotiations:

Total low bids as received	1,107,528
Architect's fee balance	30,000
Water Sewer estimated cost	<u>33,000</u>
Total	1,170,528

Proposed Deductions:

water-alternate Pl	1,500
sewer-alternate P2	6,120
Motor Generator - Alternate E4	1,700
General Contract - Science Equip. Nego.	5,000
Electrical Contract - Misc. Deductions	<u>6,650</u>
Totals	<u>20,970</u>

Totals	1,149,558
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Cash on Hand	1,112,000
County Appropriated \$20,000 to match \$20,000 from the State Totals	<u>40,000</u>

Totals Funds	1,152,000
Total Cost	<u>1,149,558</u>

Balance for Contingencies	2,442
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\*Note: The contract will provide that paving alternate of \$21,000 may be deducted anytime prior to 1 October 1960

The contract will provide that Science Equip. alternate of \$21,000 may be deducted anytime prior to 1 October 1960

Mr. Ballard stated that the Architects recommend the following low bids:

Anderson Construction Company - Dunn, N. C. - \$753,700  
with certain alternate deductions.

Electric Sales and Service - Angier, N. C. - \$95,990  
with exception of alternate E2 (Motor Generator)  
of \$1,700 and certain other deductions.

Onslow Plumbing Company - Jacksonville, N. C. - \$43,880  
with alternate Pl (omit water line and P2 (omit sewer)  
amounting to \$17,620.

Sneeden Air Conditioning and Refrigeration - Wilmington, N. C. - \$213,958

Mr. Graham moved that the recommendations of the Architects be followed and that the Chairman of the Board of Trustees, attested by the Secretary of the Board, and the Chairman of the Buildings and Grounds Committee be authorized to sign a contract with each of the low bidders with the advice and counsel of Mr. Tillery. Seconded by Mr. Tomlinson. Passed.

Mr. Schwartz told the Board that Watkins Paint and Hardware Company has presented the College with a gold shovel for the ground-breaking exercise. He asked that a letter of thanks in behalf of the Board of Trustees be sent to Watkins Paint Company.

The Board requested that Dr. Hoggard send a letter of thanks and appreciation to the Board of County Commissioners for the \$20,000 they appropriated for the College.

The Board requested that flowers be sent to Mrs. Dosher on the day of the ground-breaking exercise.

Mr. Payne moved that a resolution be passed expressing the Board's appreciation to the Architects for the wonderful work and the beautiful buildings the Architects have created. Seconded by Mr. Schwartz. Passed.

Student Activities Committee Report:

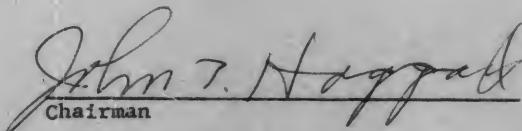
Mr. Schwartz told the Trustees that Mr. Collier, School Store Owner, overpaid the College \$200 for rent. Mr. Collier has asked to omit the rent for two months of this year.

Mr. Schwartz told the Trustees that Mr. Payne, Mr. Crews and himself, together with Mr. Collier, have gone over the plans for the Snack Bar in the New College. Mr. Collier has asked that a few minor changes be made. Mr. Collier has not been given the contract as yet, but these changes will make the layout more convenient regardless of who operates the Snack Bar.

Public Relations Committee Report:

Mr. Dorsey told the Board about the progress of the Alumni Association.

The meeting was adjourned at 8:55 p.m.

  
John T. Hoggard  
Chairman

  
Fred Rippy, Jr.  
Secretary

Regular meeting of the Board of Trustees on Tuesday, April 12, 1960, at 7:30 p.m. at the College.

Six members present: Mr. Frederick Coville; Mr. Frederick Graham; Dr. C. E. Hartford; Dr. John T. Hoggard; Mr. Harry Payne; Mr. J. Fred Rippy, Jr. Representing the College were Dr. Randall and Mr. Crews.

Dr. Hoggard called the meeting to order at 7:35 p.m.

Mr. Graham moved that the minutes of March 24, 1960, stand approved as read. Seconded by Dr. Hartford. Passed.

President's Report:

Dr. Randall told the Board that the first home baseball game is scheduled for April 13 at 2:00 p.m.

Dr. Randall told the Board that Mr. Davis is making sketches of the buildings from different angles.

Dr. Randall told the Board that the American Association of Junior Colleges is publishing a memorial journal in behalf of the late President Jessie Vogue. Dr. Randall asked that the College send a check for \$25 to help publish the journal.

Mr. Graham moved that a check for \$25 be sent to the American Association of Junior Colleges for the memorial journal. Seconded by Mr. Coville. Passed.

Dr. Randall told the Trustees that Mr. Carl Gay, Social Science Instructor, suffered a heart attack on April 15.

Dr. Randall discussed the additional janitorial and maintenance services which will be required in the new buildings.

Student Activities Committee:

Mr. Payne asked the Trustees if the gym and ball fields could be properly placed while the buildings and drainage are being arranged on the new campus.

The Board agreed for the student activity committee to continue with their plans.

Mr. Graham moved that the forestration of the College campus be placed under the supervision of Riegel Paper Corporation. The Board asked Dr. Randall to write a letter to Mr. Lattay of Riegel confirming the Board's action. Seconded by Mr. Payne. Passed.

The meeting was adjourned at 9:00 p.m.

John T. Hoggard  
Chairman

J. Fred Rippy, Jr.  
Secretary

Regular meeting of the Board of Trustees, Tuesday, May 10, 1960, in Room 310 at the College.

Eleven members present: Mr. Frederick Coville; Mr. Frederick B. Graham; Dr. C. E. Hartford; Dr. John T. Hoggard; Mr. H. A. Marks; Mr. Harry Payne; Mr. J. Fred Rippy, Jr.; Mr. B. D. Schwartz; Mr. L. Bradford Tillery; Mr. Eugene B. Tomlinson; Mr. Raiford G. Trask. Dr. Randall represented the College. Mr. Brooks represented the Athletic Department. Mr. Herbert McKim represented the Architects.

The minutes of April 12, 1960 were approved as read.

**Buildings and Grounds Committee:**

Mr. McKim asked the Trustees to approve some method so the contractor's bills could be paid by the 10th of each month in order for the contractor to take advantage of the 2% discount on materials purchased.

Mr. Schwartz moved that Mr. Graham be authorized to approve the bills, in order for the bills to be paid prior to the 10th of each month. Seconded by Mr. Tomlinson. Passed.

Mr. Graham stated that the contracts for the three buildings under construction have been approved by Mr. Tillery and they are now in order to be signed by those persons properly authorized to sign them.

Mr. Graham moved to pay the architects \$16,000. This brings the amount paid to them up to 75% of the total amount due. The balance will be paid at a rate of 1½% per month on the balance of the 5% of the initial cost of the three buildings. Seconded by Mr. Tomlinson. Passed.

Mr. Graham commended Dr. Hartford, Dr. Hoggard, Mr. Tillery and Dr. Randall on their excellent speeches at the Ground-Breaking Exercise.

**Finance Committee:**

Dr. Hartford went over the budget in detail with the Trustees.

Mr. Graham moved to transfer the \$28,539 Certificates of Deposit from the General Fund to the Building Fund. Seconded by Mr. Trask. Passed.

The Board asked that a statement of the Building Fund be included with the monthly Budget Report.

Dr. Hartford moved to transfer \$633 from the Catalogue Account to the Public Relations Account to take care of the Ground-Breaking Exercise bills. Seconded by Mr. Schwartz. Passed.

**Student Activities Committee:**

The Board commended Mr. Brooks, Athletic Director, on the splendid job he has done in Basketball and Baseball.

Mr. Brooks told the Board that if the Baseball team wins the next two games they will be eligible for the National play-off in Colorado. He told the Board that they would receive \$750 from the National Junior College Athletic Association and \$500 from the North Carolina-Virginia Junior College Athletic Association.

Mr. Schwartz moved that the College furnish up to \$500 for the trip to Colorado and stipulated that the cars be amply insured. Seconded by Dr. Hartford. Passed.

Mr. Graham moved to approve the deed to the Carolina Power Company for a 30-foot wide right-of-way for the alignment of light poles. Seconded by Mr. Coville. Passed.

President's Report:

Dr. Randall read a letter from Mr. T. D. Love, County Auditor, asking for the College's 1960-61 budget and the amount of county taxes to be requested.

Dr. Hartford was asked to see that the proper information be furnished Mr. Love.

Dr. Randall told the Trustees of James L. Wolfe, who is a student at the College from Southport, and who needs a tuition scholarship for next year. He explained that the reason for this special request was because the Scholarship Committee's applications had been approved before Mr. Wolfe's application was presented.

Mr. Trask moved that James L. Wolfe be granted a tuition scholarship. Seconded by Mr. Coville. Passed.

Dr. Randall told the Trustees that two forestry men from Riegel Paper Company went over the College property and they are now preparing their report.

Dr. Randall told the Trustees that the Presidents of state supported colleges and the Board of Higher Education met in Raleigh Monday, May 2, 1960. While there the Presidents of the three Community Colleges (Asheville, Charlotte, and Wilmington) suggested a joint meeting of trustees in Charlotte sometime in June before going to the Budget hearing to discuss the needs of the three Colleges. The Board expressed approval and directed Dr. Randall to proceed with arrangements.

Dr. Randall told the Trustees that John B. Davis received a National Science Foundation Fellowship to the University of South Carolina this summer.

Dr. Randall also read Mr. Davis's resignation for the school year 1960-61 as Associate Professor of Engineering. The Board expressed its regret that Mr. Davis is leaving the College and praised his contribution to the development of the institution.

Dr. Randall told the Trustees Calvin Hood was being considered to replace Mr. Davis.

Mr. Schwartz moved that Dr. Randall be authorized to hire Mr. Hood if he is available for the position. Seconded by Mr. Coville. Passed.

Dr. Randall explained to the Trustees the Federal Student Loan Program. The Federal Government gives \$20 x the number of full-time students enrolled in the College. The College sets aside 1/9 of the total amount.

Mr. Graham moved that the College make application to the Federal Student Loan Program. Seconded by Mr. Marks. Passed.

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Dr. Randall told the Trustees of Miss Noyes' situation and suggested that she be offered a position for next year. The Board expressed approval of this suggestion and directed Dr. Randall to negotiate further with Miss Noyes.

Mr. Tillery moved to organize a permanent faculty committee, or the Board as a whole, to meet with the Faculty and Administrative Department. This would be a way of finding out what the faculty is thinking and to tell them some of the Board's ideas. The motion died for lack of a second.

The meeting was adjourned at 9:30 p.m.

John T. Haggard  
Chairman

W. H. Rippy, Jr.  
Secretary

Regular meeting of the Board of Trustees on Tuesday, June 14, 1960 at 7:30 p.m. in Room 310 at the College.

Ten members present: Mr. Frederick Coville; Mr. John Fox; Mr. Frederick B. Graham; Dr. C. E. Hartford; Dr. John T. Hoggard; Mr. H. A. Marks; Mr. Harry Payne; Mr. J. Fred Rippy, Jr.; Mr. L. Bradford Tillery; Mr. Eugene B. Tomlinson. Dr. Randall represented the College.

Dr. Hoggard called the meeting to order at 7:30 p.m.

The minutes of May 10, 1960 were approved as read.

Dr. Hoggard welcomed Mr. John Fox to the Board of Trustees. Mr. Fox was appointed by the Board of Education.

President's Report:

Dr. Randall told the Board that the Baseball Team went to Colorado. The National Junior College Athletic Association paid \$623 for the trip and the Conference paid \$500 for a total cost of \$1123. The cost to the College was \$488.36.

Dr. Randall reminded the Trustees to keep the date of July 28 free. The State Budget Commission will visit Wilmington College at 11:00. The Commission is to discuss capital improvement and alteration and repair of buildings. This will be discussed further at the next Board meeting.

Dr. Randall told the Board that we have 130 students enrolled in summer school this term. Of this number, 72 are our own students, 19 are new students, and 49 are students from other colleges.

Dr. Randall told the Board that he is hiring Mr. V. W. Herlevich to teach surveying part time. He will be a partial replacement for Mr. John Davis, who is leaving the College.

Dr. Randall stated that Miss Noyes is not returning to Wilmington College next year. Miss Noyes requested Dr. Randall to thank the Board most sincerely for their consideration.

Dr. Randall told the Board that the meeting in Charlotte is to be held next Thursday night, June 16. Mr. Fox, Mr. Payne, and Mr. Trask will attend this meeting along with Dr. Randall. Dr. Randall reviewed the agenda for this meeting with the Board.

Finance Committee:

Dr. Hartford read to the Board the letter which he wrote to Mr. T. D. Love, County Auditor, concerning our 1960-61 Budget.

Mr. Graham commended Dr. Randall and Miss Herring on the report of the Building Fund which was presented to the Board.

Buildings and Grounds Committee:

Mr. Graham moved to request the County Board of Commissioners to appropriate \$20,000 during 1960-61 for the purchase of necessary equipment and for other expenses relating to the new buildings including beautifying the campus. Seconded by Mr. Payne. Passed.

Mr. Graham stated that the contractors are doing a good job at the College site.

Mr. Graham brought up the matter of a gymnasium-auditorium. Mr. Tomlinson moved that the Buildings and Grounds Committee proceed with the plans for building athletic and gymnasium facilities for miscellaneous student and recreational activities. The architects are to draw up plans for an auditorium and gymnasium with the understanding that if the money is raised and the plans are approved, the architects will be paid on a contingent-fee basis of 5%. Seconded by Dr. Hartford. Passed.

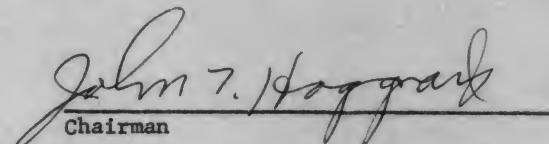
Student Activities Committee:

Mr. Payne said that the Committee has explored the feasibility of giving a course in golf. An instructor would be needed to teach this course. Mr. Hampton Auld, who is a pro at the Cape Fear Country Club, could be considered for this position. The Board felt that the Student Activities Committee should continue further in exploring the need for a course in golf.

Mr. Payne discussed the matter of a student union in the new College. It was suggested that the Committee should continue to study the matter. Dr. Hoggard added Mr. John Fox to the Committee to study the need for a student union.

Mr. Graham suggested that Mr. Payne contact State College about the matter of landscaping the College site and to report at the next meeting.

The meeting was adjourned at 9:00 p.m.

  
John T. Hoggard  
Chairman

  
Fred Rippy, Jr.  
Secretary

Regular meeting of the Board of Trustees July 12, 1960 in room 310 at the College.

Nine members present: Mr. John Fox; Mr. Frederick B. Graham; Dr. John T. Hoggard; Mr. Harry Payne; Mr. J. Fred Rippy, Jr.; Mr. B. D. Schwartz; Mr. L. Bradford Tillery; Mr. Eugene B. Tomlinson; and Mr. Raiford G. Trask.

The meeting was called to order at 7:31 p.m.

Mr. Tillery moved that the minutes of June 14 stand approved as read. Seconded by Mr. Graham. Passed.

Mr. Graham moved to postpone the reorganization of the Board until the Governor appoints his members. Seconded by Mr. Tillery. Passed.

President's Report:

Dr. Randall told the Board that there will be a considerable increase in student enrollment for the fall quarter, 1960-61. He also told the Board that the College has received 28% more applications from New Hanover High School this year than last year.

Dr. Randall told the Board that the Advisory Budget Commission will be in Wilmington on Thursday, July 28. A luncheon will be held at the Cape Fear Country Club at 12:30. The luncheon invitations are being sent to members of the Advisory Budget Commission, State Ports Authority, and outstanding civic leaders.

The agenda for July 28 will include: meeting at the Wilmington College Auditorium, then going to the new College site. The Trustees should explain to the Budget Commissioners what the new College buildings are and what planning has been behind them.

Mr. Trask moved to include Mr. Dick Dunlea, Mr. Allen Jones, Mr. Sam Dodd, Mr. Dan Cameron, Mr. Ben McDonald, Mr. T. D. Love, and Mr. Al Dickson on the list of outstanding civic leaders to be invited to the luncheon. Seconded by Mr. Schwartz. Passed.

Dr. Randall told the Trustees that Calvin Doss has made a complete inventory of all the usable equipment we have on hand, and he has made an inventory of the essential equipment that will be needed. The equipment needed amounts to \$38,301.

Mr. Fox moved that Calvin Doss be given a vote of thanks for the fine job he has done. Seconded by Mr. Graham. Passed.

Dr. Randall told the Trustees that a letter has been sent to the County Commissioners requesting the 5-cent tax levy for the fiscal year 1960-61. A request for \$20,000, above the tax levy, has been made for equipment for the new buildings.

Dr. Randall told the Trustees a survey has been made of all Wilmington College graduates. The College has had 547 graduates of which 68% have transferred to higher education.

Student Activities Committee:

Mr. Schwartz told the Trustees the cafeteria plans in the new building have been revised to make working space and equipment more feasible. Some of the equipment originally planned for will not be needed. This will leave a credit balance.

Buildings and Grounds Committee:

Mr. Graham told the Trustees he has written Mr. Broughton, Chairman of the Highway Commission, concerning the paving of the road to the new buildings and the parking lots. Mr. Broughton referred him to Mr. McKim. Mr. McKim assures us that he will do everything possible.

Dr. Randall reported on the Charlotte Meeting with the Board of Higher Education and the other two Community College Trustees, Charlotte and Asheville.

Mr. Tillery moved to set up a dinner meeting with the legislators from surrounding counties sometime in November to discuss the needs of the College in the future. In the meantime, an agenda should be prepared by the Executive Committee as to what the College will request in 1961 when they appear before the legislature. This agenda should meet with the approval of the entire Board. Seconded by Mr. Graham. Passed.

Dr. Hoggard asked Mr. Graham and Mr. Payne to head the Committee in preparing the agenda.

The Trustees commended Mr. Payne and Dr. Randall on the fine job they did in representing Wilmington College at the Charlotte Meeting.

The meeting was adjourned at 9:30 p.m.

John T. Hoggard  
Chairman  
Stan Rippy, Jr.  
Secretary

Regular meeting of the Board of Trustees, August 16 at 7:30 p.m. in room 310 at the College.

Nine members present: Mr. Frederick Coville; Mr. John Fox; Mr. Frederick B. Graham; Dr. C. E. Hartford; Dr. John T. Hoggard; Mr. H. A. Marks; Mr. Harry Payne; Mr. B. D. Schwartz; Mr. L. Bradford Tillery. Representing the College were Dr. W. M. Randall and Mr. J. M. Crews.

The minutes of July 12 were approved as read.

President's Report:

Dr. Randall told the Board of the number of students enrolled in the second term of summer school, which amounts to 133 students. There are nineteen counties represented, one student from Florida, and one from Pennsylvania.

Dr. Randall told the Trustees that Mrs. C. J. Wilson has presented the College with twenty shrubs valued at \$119.50.

Dr. Randall told the Trustees that the enrollment for next year should be up by 100 more students than last year.

Dr. Randall asked Mr. Payne to explain the four-year expansion plans for the College.

Mr. Payne moved that the Chairman appoint a Committee to formulate plans for instituting a financial campaign for the purpose of raising \$650,000.00 over a five-year period. Of this amount \$350,000.00 is to be raised by 1962 to match residue of allocated state funds, which will otherwise be lost. The other \$300,000.00 to be used unmatched by the state for a Physical Education Plant, if necessary. Seconded by Mr. Tillery. Passed.

Dr. Hoggard appointed a Committee of six men to work on the fund raising plans. They are Mr. Graham, Mr. Marks, Mr. Payne, Mr. Schwartz, Dr. Hartford, and Mr. Tillery. Dr. Hoggard will also serve on this Committee. Mr. Payne will act as Chairman of the Committee.

Mr. Frank Ballard appeared before the Board to tell the Trustees of the progress being made on the three College buildings now under construction. He told the Trustees that the bids will be received on August 30 for the specifications of wells. He went into detail as to the type of wells that will be needed. (Six inch wells - 60 to 140 feet deep - pumping a maximum of 350 gallons per minute.) Mr. Ballard told the Trustees that 26% of the total funds have been expended and that the buildings are 25% complete.

Mr. Graham moved that the Chairman of the Buildings and Grounds Committee, Chairman of the Board, and the Vice-Chairman of the Board be authorized to accept the bid on the wells. This meeting will be held on August 30 at 2:30 p.m. at the College. Seconded by Mr. Schwartz. Passed.

Mr. Schwartz moved that the present officers of the Board be re-elected for the next year. Seconded by Mr. Payne. Passed.

Dr. Hoggard, Chairman, took the prerogative to keep the Committees as they are.

Finance Committee:

Dr. Hartford went over the Budget in detail. The Board was reminded that the fiscal year ends August 31, 1960.

Buildings and Grounds Committee:

Mr. Graham told the Trustees that the State Highway Department has agreed to pave the roads to the College and the parking lots.

Mr. Payne told the Trustees that the City has been approached with the idea of beautifying the College campus.

Student Activities Committee:

Mr. Schwartz told the Trustees what the needs of the Athletic Department will be by June of 1961. A baseball diamond and other playing fields, and a field house will be needed.

Mr. Schwartz moved that an athletic program be prepared, including ball fields and a field house. The plans should be presented to the Buildings and Grounds Committee for their approval. Seconded by Mr. Fox. Passed.

The meeting was adjourned at 9:25 p.m.

John R. Hoggard  
Chairman

Chesley J. B.  
Secretary

December 2, 1959

A Consideration of Future Building Needs.

Memorandum to the Members of the Board of Trustees.

The reason for this memorandum at the present time is the requests from the Board of Higher Education and the Department of Administration that we define our capital improvement requirements to be financed from the recently approved State bond issue of \$1,500,000 for Community Colleges.

Since the conditions under which money from this bond issue can be claimed are not yet completely defined, and since the time limit within which such conditions (whatever they may be) may be met is not known, it is difficult to do more than to name the buildings which should be next in line for construction after the three now in the final planning stage are completed or well under way.

The Department of Administration holds, at present, that the basic Community College Act will apply to these funds: i.e., that any funds derived from the bond issue must be matched by local funds. However, the Act authorizing the bond election did not so specify, and the ballot made no mention of such condition. Certainly, it will be possible for the Legislature to remove the condition. Perhaps the Governor and Council of State may be able to do so.

Of course, the most pressing need of the College will be for a physical education plant. It seems to be well established, however, that such a plant cannot be built with State funds.

The most needed supplementary building which can be constructed partly with State funds, in the opinion of the President, is a cafeteria. Since the College operates during the day and the evening, the problem of feeding will probably include both a noon and evening meal. Facilities planned in the presently projected buildings will provide for light lunches, but certainly not for substantial meals for perhaps three hundred or more students daily.

In planning such a building, it seems to me that thought should be given to making it a multi-purpose structure--one, perhaps, that can be used on

occasion for student dances and other social gatherings.

Following the cafeteria, the next most needed building, in my opinion, will be an auditorium which will provide space for full student assemblies, for dramatic and musical presentations, and which might well include, in the same building, space for the Art and Music departments. This building will also serve as a rallying point for community interest, and its use should be permitted freely by various bona fide public service organizations. An auditorium seating from 1500 to 2000 persons would be desirable. It should have a modern stage equipped for both dramatic and concert presentations, space for exhibitions, and the necessary classrooms and studios for Art and Music.

The third building in line should probably be a separate administration building, to house the offices of the President, the Deans, the Bursar and the Registrar, and planned to expedite the processes of registration and other administrative functions. Such a building will release space in the Library which can well be utilized for library purposes.

The President wishes to point out at this time, however, that the maintenance and operation of additional buildings will be a continuing expense. The three buildings now on the drawing boards are ample for our present enrolment--indeed, for twice that enrolment. Additional funds for operation must come from increased income, and this will have to come primarily from increased enrolment. It might be a mistake to build additional structures at this time, even if the funds are easily available, until we know what effect the new plant will actually have on enrolment.

In any event, our greatest need now is for a physical education plant. Until this facility has been provided, we are short-changing our students and handicapping them seriously.

William M. Randall  
President

Summary of Committed Capital  
Investment - August 16, 1960

620 Total Acres

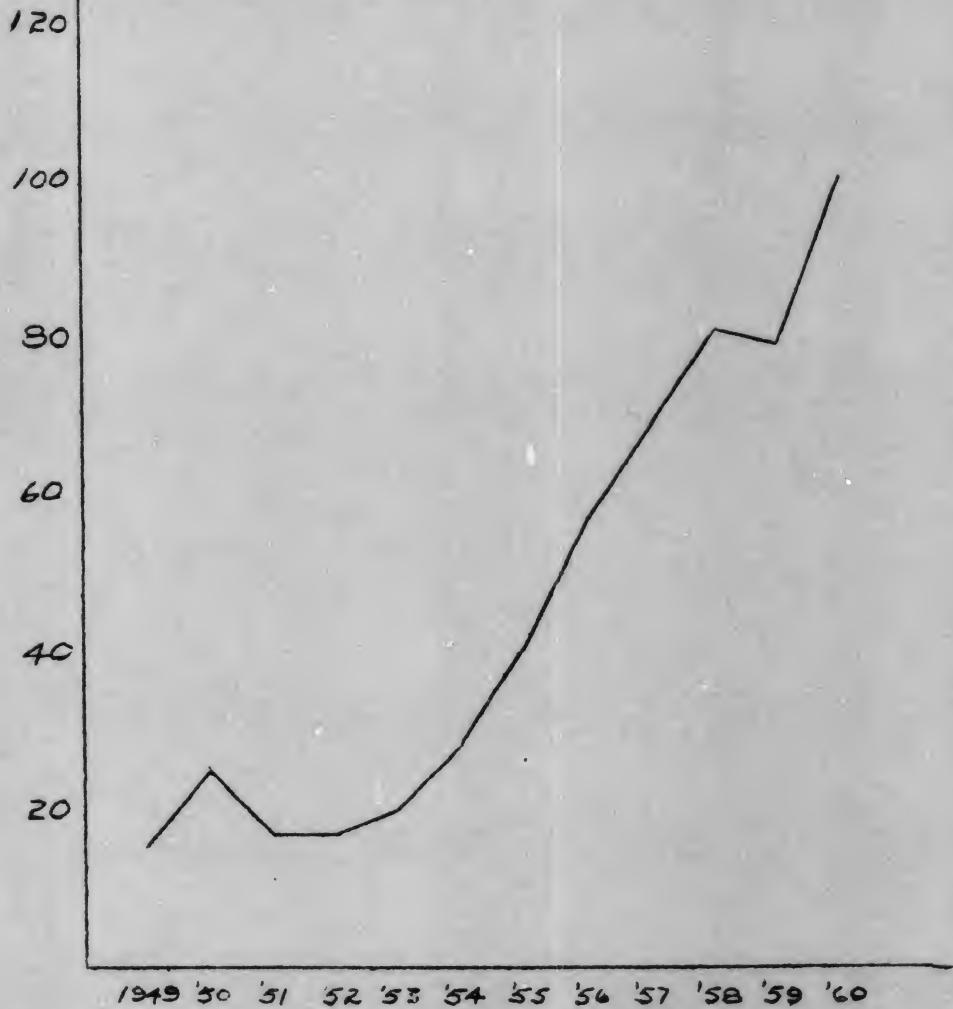
Land Cost - \$144,844.23

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Total Cost of Buildings - Basic Bid	\$ 1,107,528.00
Architects fee	55,000.00
	<hr/>
	\$ 1,162,528.00

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Buildings	\$ 1,162,528.00
Land	144,844.23
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Total Cost	1,307,472.23
Equipment on hand (replacement cost)	75,000.00
New equipment required	40,000.00
Furniture for Library	25,000.00
Landscaping cost	10,000.00
Moving Cost	1,000.00
	<hr/>
Total	\$ 1,458,472.23
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Wilmington College Graduates  
1947-1960

Space Analysis

19	General Classrooms
25	Students in Average Class
475	Students at One Time

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3	Lecture Rooms
50	Students Average Capacity
150	Students at One Time

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Maximum of 625 students can be accomodated at one time.

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Statistics indicate that not more than 40% of enrolment are in course attendance at any given hour.

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There is, therefore, adequate space in classrooms and lecture rooms to accommodate 1500 students

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Library space is adequate for enrolment of 1000 students. An additional stack room added to back of Library at cost of \$15,000 (1000 square feet) plus \$5,000 in books will bring Library capacity up to 1500 students to match capacity of other space.

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For the continued satisfactory operation of the present two-year College, we require the following further development.

1. Physical Education plant, to include
  - a. Teaching gymnasium
  - b. Playing fields for baseball, tennis, and golf.
2. Cafeteria to furnish adequate balanced meals for 1000 students.
3. Auditorium for general assemblies, dramatics, musical presentations and public functions, with a capacity of 2000.

**EXPANSION TO FOUR YEAR SCHOOL**

1000 students is estimated saturation for non-resident two year Junior College in Wilmington.

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$\frac{1}{3}$  of enrolment in four year schools is usually in junior and senior classes. Projecting the local maximum enrolment of 1000 to a four year basis would mean 1250 students total.

In order to offer four year degrees in BA & BS in Education Majors,  
Wilmington College would need:

1. Eight additional PhD's, at annual budget increase of \$65,000.00.
2. \$20,000.00 additional Library investment.

Minutes of Meeting of Committee to Receive Bids on Wells for New  
College Buildings

The Committee appointed by the Chairman of the Board of Trustees of Wilmington College to receive bids for the digging of gravel-pack wells for the new College buildings met in Room 310, Isaac Bear Building, at 4:00 p.m. on 30 August. Present for the Trustees were Dr. John T. Hoggard, Chairman and Mr. L. Bradford Tillery; for the architects, Mr. Frank Ballard and Mr. William Boney; for the College, Dr. William M. Randall, President; and four representatives of firms submitting bids.

Bids were opened by Dr. Hoggard and scrutinized for legality by Mr. Tillery. Bid bonds in the amount of 5% of the bid accompanied each proposal. Five bids were received as follows:

Moore Well Pumping Company	\$11,600
B. L. Majette	17,500
Hartsfield Water Company	11,850
Layne Atlantic Company	16,187
Carolina Drilling and Equipment Co.	14,350

After deliberation and consultation with the architects, the Committee voted, on motion of Mr. Tillery, to recommend the acceptance of the low bid of \$11,600 by Moore Well Pumping Company. This bid also provides for a deduction from the base figure of \$24 per foot for each foot in the two main wells below the footage specified in the proposal, and for a deduction of \$4.00 per foot in each observation well below the specified footage.

William M. Randall

Regular meeting of the Board of Trustees Tuesday, October 18, 1960,  
at 7:30 p.m. in room 310 at the College.

Twelve members present: Mr. Frederick Coville; Mr. John Fox;  
Mr. Frederick B. Graham; Dr. C. E. Hartford; Dr. John T. Hoggard;  
Mr. H. A. Marks; Mr. Harry Payne; Mr. J. Fred Rippy, Jr.;  
Mr. B. D. Schwartz; Mr. L. Bradford Tillery; Mr. Eugene B. Tomlinson;  
Mr. Raiford G. Trask.

The minutes of August 16 were approved as read.

President's Report:

Dr. Randall told the Trustees that the College has exactly 100 more  
students enrolled this year than last year. The enrollment last year  
was 509 and this year's enrollment is 609. The total enrollment for  
this year, including Williston, is 660.

Dr. Randall told the Trustees that last summer and spring 102  
applications were processed but the students did not enter in the  
fall. Dr. Randall suggested that a \$5 fee be charged at the time the  
application is made and that this fee not be refundable.

Mr. Tillery moved that a \$5 registration fee be payable when a student's  
application is received. This fee will not be refundable. Seconded by  
Mr. Schwartz. Passed.

Dr. Randall told the Trustees that the College is being penalized by  
the State on out-of-state students. He suggested that out-of-state  
students' tuition be increased to take care of this difference, which  
amounts to \$180.

Mr. Marks moved that the rate for out-of-state student tuition be  
increased \$60 per quarter. Seconded by Mr. Rippy. Passed.

Dr. Randall told the Trustees that \$1,075.00 has been received from an  
anonymous donor. The money is to set up a craft laboratory in  
connection with the art department. Of the \$1,075.00, \$1,000 has  
been placed on a Certificate of Deposit in the Wachovia Bank and the  
\$75 has been placed in a Savings Account in the Wachovia Bank.

Mr. Tomlinson moved that a resolution be passed thanking the anonymous  
donor for the gift. Seconded by Mr. Payne. Passed.

Finance Committee:

Dr. Hartford, Chairman, turned the meeting over to Mr. Charles Bekaert,  
Auditor. Mr. Bekaert went over the Audit for 1959-60 with the Board.  
He strongly recommended that a Comptroller or Business Manager be  
secured.

Mr. Tillery moved that the Finance Committee meet with the Auditor and  
make recommendations at the next Board meeting concerning the hiring of  
a Comptroller or Business Manager, and concerning other matters having to  
do with the Audit. Seconded by Mr. Tomlinson. Passed.

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President's Report Continued:

Dr. Randall told the Trustees that the Clinton Chamber of Commerce has asked the College to participate in their Christmas Parade. Dr. Randall was asked to send the College's regret.

Dr. Randall told the Trustees that the Chamber of Commerce in Elizabeth City is requesting letters outlining what the Wilmington Community College has meant to Wilmington. Dr. Randall asked each member of the Board if he would write such a letter.

Dr. Randall told the Trustees that the Board of Education has increased the rent on Brogden Hall from \$500 to \$800. Following the advice of the Chairman and the Chairman of the Student Activities Committee, the rent has been paid.

Dr. Randall told the Trustees that several private music teachers have made requests to teach practical music at the College. The Trustees asked Dr. Randall to write each one and tell them that the College is not yet ready to enter into Practical Music Teaching.

Dr. Randall asked the Trustees to be thinking about the equipment for the new buildings. He reminded the Trustees of the inventory that was taken of the equipment now on hand and the equipment that will be needed. He suggested that different companies set up exhibits during the Christmas Holidays so that the Trustees could look at the samples.

Mr. Tillery moved that this be referred to the Executive Committee.

Dr. Randall told the Trustees that on September 15, Mr. Coville, Dr. Hartford, Mr. Marks, Mr. Payne, and himself appeared before the Budget Commission to request that the \$3.25 per student quarter hour payment by the State be increased to \$4.00 per student quarter hour. A second request was for \$50,000 for renovation of the Isaac Bear Building. A third request was for \$100,000 for equipment for the new buildings.

On October 14 Dr. Randall appeared before the Budget Commission to hear what they are going to recommend to the Legislature. They are going to recommend that the \$3.25 per student quarter hour be increased to \$4.00 per student quarter hour. Dr. Randall doubts that the Commission will recommend \$50,000 for the renovation of the Isaac Bear Building. Dr. Randall believes that the Budget Commission will recommend that the College receive all or part of the \$100,000 for equipment for the new buildings.

Student Activities Committee:

Mr. Schwartz, Chairman, told the Trustees that they are expecting the finest season yet. He told the Trustees that Sponsorship tickets are now on sale.

Mr. Fox reported on the progress of the Athletic fields for the new campus.

Public Relations:

Mr. Dorsey told the Trustees of the Adult Education Program that is now under way.

Buildings and Grounds Committee:

Mr. Graham told the Trustees that a report has been completed by Riegel Paper Company on the College campus.

Mr. Graham moved that the report be accepted and that a letter of thanks be sent to the Forestry Department of Riegel Paper Company. Seconded by Mr. Tomlinson. Passed.

Mr. Tillery told the Trustees that the Board of Higher Education is actively supporting the Community College in Elizabeth City.

Mr. Schwartz moved to adjourn at 9:15 p.m. Seconded by Mr. Trask. Passed.

John J. Haggerty  
Chairman  
Fred Rippy, Jr.  
Secretary

Regular meeting of the Board of Trustees, Tuesday, November 16, at 7:30 p.m. at the College.

Ten members present: Mr. Frederick Coville; Mr. John Fox; Mr. Frederick B. Graham; Dr. C. E. Hartford; Dr. John T. Hoggard; Mr. H. A. Marks; Mr. Harry Payne; Mr. B. D. Schwartz; Mr. L. Bradford Tillery; Mr. Raiford G. Trask. Dr. Randall and Mr. Crews represented the College. Mr. Emsley A. Laney represented the Board of Education. Mr. Harry Solomon represented the Steering Committee of the Committee of Seventy for the Hospital.

The minutes of October 18 were approved as read.

Mr. Laney expressed his appreciation for the opportunity to meet with the Board on behalf of the Board of Education. He told the Board that the Board of Education is confronted with the necessity of constructing additional school buildings and possibly obtaining a site from the land that is owned by the College.

Mr. Laney, on behalf of the Board of Education, requested that the College consider donating or selling, for a very nominal fee, to the Board of Education for a school site of about 30 to 50 acres somewhere in the vicinity of Highway 132.

Mr. Marks moved that the request from the Board of Education be referred to the Executive Committee. Seconded by Mr. Tillery. Passed.

Mr. Harry Solomon appeared before the Board on behalf of the Steering Committee of the Hospital to ask them to consider the idea of the new hospital being located near Wilmington College. Mr. Solomon asked the Board how they feel Wilmington College would benefit if the hospital was located near Wilmington College. Mr. Solomon told the Trustees that the Steering Committee was definitely going to recommend the consolidation of James Walker Memorial Hospital and Community Hospital.

Mr. Marks moved that the hospital proposal be referred to the Executive Committee. Seconded by Mr. Tillery. Passed.

President's Report:

Dr. Randall told the Trustees that the Budget Commission did recommend to the Legislature that the \$3.25 per student quarter hour be raised to \$4.00. Under capital improvement they recommended \$50,000.

Mr. Graham moved that the Board of Trustees go on record as being in favor of a four-year college. The Committee which Dr. Hoggard appointed composed of Mr. Graham and Mr. Payne, should join with the legislators in this area, the Mecklenburg area, and other interested areas, in order to explore the idea of a four-year college and push it through this legislature. Seconded by Mr. Trask. Passed.

Executive Committee:

Dr. Hoggard, Chairman, presented the following report:

"The meeting of the Executive Committee of the Board of Trustees was called to order by the Chairman, Dr. Hoggard, at 7:35 p.m.

'Present: Dr. Hoggard, Mr. Tillery, Mr. Payne, Mr. Rippy, and Mr. Graham for the Trustees; Dr. Randall, Mr. Crews, and Mr. Doss for the College; and Mr. Ballard for the Architects.

'The list of necessary equipment for the new College buildings, including metal stacks for the library, was discussed. It was moved by Mr. Graham and seconded by Mr. Payne that a committee study the needs for equipment, examine samples, and make purchases within a limit of \$50,000. Passed. Dr. Hoggard appointed Mr. Tillery, Mr. Payne, and Mr. Schwartz as the members of this Committee.

'There was a discussion of the Group Life Insurance for the Faculty. Mr. Graham moved and Mr. Tillery seconded that a committee of the Faculty meet with Mr. Rippy to discuss Group Life Insurance and to recommend a company and a plan to the Board of Trustees. Passed.

'The proposed School of Medical Technology was described and discussed. Mr. Tillery moved and Mr. Rippy seconded that the Executive Committee recommends the proposed Medical Technology program, and that the program be presented to the Board of Trustees for further action. Passed.

'The meeting adjourned at 9:15 p.m."

Mr. Marks moved that the action of the Executive Committee be approved. The \$50,000 for equipment for the new building will be composed of \$18,000 from the General Fund, \$7,000 from the Building Fund and \$25,000 will be the State's matching funds. Seconded by Mr. Schwartz. Passed.

Mr. Payne presented the Medical Technology program. A baccalaureate degree would be offered in Medical Technology, there would be no additional outlay in Capital Funds, and only three courses would have to be added.

Mr. Graham moved that the Board approve the Medical Technology Program. Seconded by Mr. Marks. Passed.

Finance Committee:

Dr. Hartford told the Trustees that the Committee has gone over the deficit with the Certified Public Accountant. Dr. Hartford asked that the detailed copy prepared by Mr. Bekaert be sent to each member of the Board.

The Committee reviewed the matter of Comptroller with Mr. Bekaert and Dr. Randall, and the Committee recommended that a Comptroller be added to the staff and that the Comptroller report to Dr. Randall.

Mr. Tillery moved that the Board approve the recommendation of the Finance Committee in securing a Comptroller. Seconded by Mr. Payne. Passed.

Dr. Hartford recommended that Mr. A. R. Willis be employed as Comptroller of Wilmington College at a beginning salary of \$6,000 for 12 months. He is a graduate of the University of North Carolina and has been employed at MacMillan and Cameron's for the past twenty-five years.

Dr. Hartford moved that Mr. Willis be employed now as Comptroller of Wilmington College. Seconded by Mr. Tillery. Passed.

Dr. Hartford presented a bill of \$1,550.00 from Cherry, Bekaert & Holland for the 1960 Audit.

Mr. Tillery moved that the bill be paid under protest. Seconded by Dr. Hartford. Passed.

Buildings and Grounds Committee:

Mr. Graham told the Board that the buildings are coming along fine.

Student Activities Committee:

Mr. Schwartz told the Board that Wilmington College will play the North Carolina All-Stars on November 21. This is our first home game.

Mr. Payne moved to adjourn at 9:40 p.m.

John J. Haggard  
Chairman  
Frederick Rippy, Jr.  
Secretary

Regular meeting of the Board of Trustees, Tuesday, December 13 at 7:30 p.m. in Room 310 at the College.

Ten members present: Mr. Frederick Coville; Mr. Frederick B. Graham; Dr. C. E. Hartford; Dr. John T. Hoggard; Mr. H. A. Marks; Mr. Harry Payne; Mr. J. Fred Rippy, Jr.; Mr. B. D. Schwartz; Mr. L. Bradford Tillery; Mr. Eugene B. Tomlinson.

The minutes of November 16 stand approved upon the correction of Mr. Tillery's being added to the Committee that is working on the four-year College program.

President's Report:

Dr. Randall presented a check for \$500 from the Riegel Paper Company. The Board agreed that this money should be deposited in Capital Funds.

The Board moved that the Riegel Paper Company be thanked for their generous contribution.

Dr. Randall went over State and Tuition income for this year compared to last year's.

Dr. Randall told the Board that 555 students are enrolled for the 1960-61 winter quarter. There were 99 students who did not return from fall quarter and 45 new students enrolled for the winter quarter.

Dr. Randall told the Trustees that a librarian with a B. L. S. Degree will have to be hired for 1961-62.

Mr. Payne moved that Dr. William M. Randall be made Librarian of Wilmington College. Seconded by Mr. Graham. Passed.

Dr. Randall told the Trustees that he will have a four-minute radio program on WKLM on January 1.

The Board asked Dr. Randall to write Dr. Harris Purks about the Medical Technology Program.

The Board agreed that Dr. Randall's name should appear on the patrons list of the Governor's Inaugural Ball. The fee is \$20.

The Board received an acknowledgement from the family of Mrs. Wilbur Dosher for the flowers.

Buildings and Grounds Committee:

Mr. Graham asked Mr. Willis to notify the bonding company of some difference between Anderson Construction Company and Yadkin Brick Company.

Finance Committee:

Dr. Hartford, Chairman, asked if there were any questions about the budget report.

Mr. Graham moved that the Board officially welcome Mr. Rex Willis, Comptroller. Seconded by Dr. Hartford. Passed.

The Finance Committee asked that an additional budget report for the building fund be added to the regular report. This report will include actual funds on hand and that which is due, the amount that has been paid to the architects, and the amount that is due the architects.

Student Activities Committee:

Mr. Schwartz told the Trustees that their Committee met with Dr. Randall, Mr. Crews, and Mr. Willis at the new College site to discuss the lunch room.

Mr. Schwartz told the Trustees that the North Carolina-Virginia Junior College Basketball Tournament will be held in Wilmington this year.

Public Relations:

Mr. Marks, Chairman, expressed the Trustees' appreciation for the opportunity to meet with the College Faculty at the Christmas Party. Seconded by Mr. Tomlinson. Passed.

Mr. Marks told the Trustees that the College Chorus will be singing at several civic clubs this week.

Executive Committee:

Mr. Rippy told the Trustees that he informed the Wilmington Underwriters Association that bids were open for group life insurance coverage. Nineteen proposals were received. These were brought before the Faculty Committee. The Committee and Mr. Rippy recommended the Lincoln Life Insurance Company at the rate of 85¢ per \$1000.

Mr. Rippy moved that the Board accept the Committee's recommendation. Seconded by Mr. Marks. Passed.

The meeting was adjourned at 8:30 p.m.

John J. Haggard  
Chairman  
Lester Rippy Jr.  
Secretary

MINUTES  
BOARD OF TRUSTEES  
WILMINGTON COLLEGE

1961

The regular meeting of the Board of Trustees was held on January 25, 1961, and called to order by the Vice-Chairman at 7:30 p.m. in Room 310 at the College.

Seven members present: Mr. Frederick Coville; Mr. John Fox; Mr. Frederick B. Graham; Mr. J. Fred Rippy, Jr.; Mr. B. D. Schwartz; Mr. L. Bradford Tillery; Mr. Raiford G. Trask.

The minutes of December 13 were approved upon the addition of the following: Meares Harriss and Alex Urquhart are the local representatives for the Lincoln Life Insurance Company.

President's Report:

Dr. Randall told the Trustees that several legislators have responded to the invitations to the get-together on Friday, January 27 at the Cape Fear Club. The agenda will include: meeting at the present Wilmington College Building and going to the new site -- spending a considerable amount of time going over the new buildings, and then going to the Cape Fear Club for dinner.

Mr. Graham asked the Trustees to leave the program to the Committee. They will meet with Dr. Randall and plan a small program.

Dr. Randall told the Trustees that Mr. Richard Rogers talked with him about starting a Wilmington College Foundation. This would be a corporation to which people can give money for the College. The Board suggested that Mr. Rogers be asked to appear before them next month to discuss such a Foundation.

Dr. Randall told the Board that he will meet with Dr. Harris Purks, Monday, January 30 to discuss ideas of a four-year college program.

Dr. Randall will attend the meeting of the Wilson Industrial Council in Wilson. Governor Terry Sanford will also attend this meeting. The meeting will be held on Monday, February 6.

Dr. Randall, together with Mr. Crews, suggested that Wilmington College change from the present quarter system to the semester system. The basis for this change is the fact that Wilmington College is about the only College in the State on the quarter system. This puts a hardship on transfer students.

Mr. Coville moved that the administration be given permission to change Wilmington College from the present quarter system to the semester system, provided no loss in income from the State will result. Seconded by Mr. Graham. Passed.

Mr. Crews presented the Scholarship Committee's report. He presented a list of the scholarships that were awarded for 1961-62.

Mr. Crews presented a summer camp program for 8th, 9th, 10th, and 11th graders of New Hanover and surrounding counties. They will be lectured from 12:30 to 1:30 p.m. and then work in the laboratory from 1:30 to 5:00 p.m. for two weeks. The children will be selected by their instructors. There will be a fee of \$15 per student.

Mr. Graham moved that the College proceed with plans for the summer camp. Seconded by Mr. Schwartz. Passed.

Finance Committee:

Mr. Willis, Comptroller, went over the Budget with the Board.

The matter between the Yadkin Brick Yards and the Anderson Construction Company concerning charges for jack archers was discussed. It was decided that since the bonding company had been notified and the fact that we are withholding 10% of 50% of the contract as additional surety that the matter of settlement would not be pushed at this time.

Buildings and Grounds Committee:

Mr. Graham told the Trustees that the contractors have been notified that the well work is not being completed.

Mr. Graham told the Trustees that no action has been taken on the College timber, but that he plans to see Mr. Fox at Riegel Paper for his recommendations.

Mr. Graham suggested that a donation of \$50 be given to the Winter Park Fire Department.

Student Activities Committee:

Mr. Schwartz told the Trustees that he has talked with several men who are interested in operating the lunch room at the new college. The Committee strongly recommends that the lunch room be leased.

Mr. Tillery moved to adjourn at 9:05 p.m. Seconded by Mr. Schwartz. Passed.

*John J. Hoggatt*  
Chairman  
*Sted R. Ropy, Jr.*  
Secretary

The regular meeting of the Board of Trustees Tuesday, February 14, 1961 at 7:30 p.m. in Room 310 at the College.

Twelve members present: Mr. Frederick Coville; Mr. John Fox; Mr. Frederick B. Graham; Dr. C. E. Hartford; Dr. John T. Hoggard; Mr. H. A. Marks; Mr. Harry Payne; Mr. J. Fred Rippy, Jr.; Mr. B. D. Schwartz; Mr. L. Bradford Tillery; Mr. Eugene B. Tomlinson; Mr. Raiford G. Trask. Representing the College were Dr. Randall and Mr. Crews.

Dr. Hoggard, Chairman, called the meeting to order at 7:30 p.m.

The minutes of January 25 were approved as read.

Mr. Fox introduced Mr. Arnold Peterson, Director of the City Parks and Recreation. The purpose of his visit was to get the Board's approval of the landscaping as he had sketched on the blueprints. He asked for this approval in order to start work as soon as possible. The cost of the plans is estimated at around \$1,970.00.

Mr. Coville moved that the plans for landscaping the new College campus be approved as presented by Mr. Peterson. Seconded by Mr. Trask. Passed.

Mr. Schwartz moved that Mr. Peterson be highly praised for the fine work he has done and is doing for the College. Seconded by Mr. Graham. Passed.

**President's Report:**

Dr. Randall told the Trustees that he has received a letter from the Chairman of the Senate Appropriation Committee asking whether or not the College wants a hearing before the Budget Commission. They have to know by February 16 in order to make up their schedule.

Dr. Randall told the Trustees that President Bushey of Asheville College invited Wilmington College to join the other Community Colleges in Charlotte, with Charlotte College as host, to discuss what needs to be asked for at the hearing before the Budget Commission.

The Board asked that a hearing before the Budget Commission be requested and that the College plan to meet with the other Community Colleges in Charlotte.

Dr. Randall told the Trustees that Mr. Nicholas, of the First Citizens Bank and Trust Company, asked that the College endorse a loan program for students attending the College, and that the College send out brochures explaining the plan. The student borrows the money from the bank on the parent's signature and the money is paid directly to the College.

Mr. Schwartz moved that all banks be given a list of students at Wilmington College, but the College should not endorse any type of loan program. Seconded by Mr. Payne. Passed, with Mr. Tillery voting in the negative.

Dr. Randall asked the question as to whom the Trustees would like to have as Commencement speaker. He suggested Mr. Dallas Herring of Rose Hill.

Mr. Tillery moved that Mr. Herring be asked to speak at Commencement. Seconded by Mr. Marks. Passed.

Dr. Randall read a letter from the Biology Department requesting that ten acres of land be set aside for Biological use.

The Buildings and Grounds Chairman asked that Mr. George Zebrowski, Head of the Biology Department, select ten acres subject to the approval of the Buildings and Grounds Committee.

Dr. Randall told the Trustees that an additional \$166 is being paid to the Board of Education for the use of Brogden Hall during the tournament. This is not from College funds, but from proceeds of the tournament.

Mr. Graham, Chairman of the Committee for a Four-Year College presented a letter written by Dr. Randall concerning his meeting with Dr. Harris Purks. Mr. Graham also presented the minutes of the Four-Year College Committee, which met on February 1.

"MEMORANDUM: Four year college proposal

January 31, 1961

To: Mr. Fred Graham  
Mr. L. Bradford Tillery  
Mr. Harry Payne  
Dr. J. T. Hoggard

'I had a long and interesting conversation with Dr. Purks yesterday concerning the proposal for a four-year college here and concerning the proposed Medical Technology program. From this conversation, the following ideas emerged.

- '1. Dr. Purks feels that it would be a mistake for us to insist on bringing the matters before the Board of Higher Education as a whole, because of the attendant publicity. He suggested that the two propositions be referred to the Board's committee on Educational Policy, consisting of Mssrs. Oliver Carmichael, Dallas Herring, and W. J. Kennedy.
- '2. He intimated that the Board was not entirely antagonistic to the idea of a four-year college, but that they would be unhappy if they had to go on record at this particular time.
- '3. He suggested that perhaps the way to accomplish what we want would be to inaugurate the final two years as a purely local undertaking, without reference to the Community College Act. He cited Cornell University as an example of an institution which is at once a State College and a Private College. After we have established the 3rd and 4th years on a locally supported basis, then we might approach the State for support.

'This idea appeals to me as a good way to begin. As I see it, it will require an enabling local bill to empower the County Commissioners to vote for an election to add a tax of 2 cents per \$100 for the support of the last two years.

'If the voters are willing to authorize such a tax, the financial picture for the new college would be about as follows:

200 students at \$225 per year	\$45,000.00
County tax of 2 cents .	<u>34,000.00</u>
Total	\$79,000.00

'This should be sufficient to get us started and to seek accreditation."

William M. Randall  
President

WMR:pa

February 1, 1961

"Today the Committee for a Four-Year College met in the conference room of Wachovia Bank and Trust Company. Those present were F. B. Graham, Chairman, Dr. John T. Hoggard; Harry M. Payne and Dr. William Randall.

'Dr. Randall reviewed the results of his conference with Dr. Purks which was held in Raleigh several days ago. A summary of Dr. Randall's report is attached hereto.

'After full discussion, it was the feeling of the committee that we should explore fully through all avenues available including the Lieutenant Governor and Governor the possibility and practicality of having the present Community College Act amended at this session of the legislature in such a manner as to permit Wilmington College to become a four-year institution.

'It was also the feeling of the committee that steps should be taken immediately in order to have an enabling act passed at this session of the legislature which would authorize our County Board of Commissioners to submit to the citizens of New Hanover County the question of voting on an additional 3¢ tax levy per hundred dollar valuation. The tax revenues received therefrom would be used to establish a four year college at Wilmington College. These funds would be used by the Trustees of Wilmington College to add the junior and senior classes to the present courses offered; and these funds would be available to the Trustees of Wilmington College whether or not matching funds were received from the State of North Carolina for this purpose.

'It was also the feeling of the committee that consideration should be given to the employment of Addison Hewlett to aid us in exploring the possibilities of establishing the four-year college and also to aid us in the preparation of the enabling act referred to herein."

F. B. Graham, Chairman

Mr. Graham asked that the minutes of February 1 and that Dr. Randall's letter be ratified and approved. He asked that the Committee be given authority to see that Wilmington College is installed with an additional two years. Seconded by Mr. Fox. Passed.

Buildings and Grounds Committee:

Mr. Graham told the Trustees that he has gone over the recommendations of Riegel Paper Company in connection with forest management on the new College site.

He presented his summary report to the Trustees and recommended that the recommendation of Riegel Paper Company be followed and that the summary of the conference be made a part of the minutes. Mr. Graham asked that Riegel's report be put with the valuable papers of the College.

"SUMMARY REPORT OF CONFERENCE F. B. GRAHAM, CHAIRMAN, BUILDING AND GROUNDS COMMITTEE, HAD WITH MR. MARTIN F. FOX AND MR. J. D. ALSUP OF THE RIEGEL WOODLANDS CORPORATION REGARDING THE TIMBER MANAGEMENT OF OUR COLLEGE SITE.

'We reviewed the forest management data as prepared by Mr. Fox covering the campus site of Wilmington College.

'Messrs. Fox and Alsup estimated that there were 108,000 board feet (Scribner measure) of pond pine down to a diameter of 12 inches. They also estimated that there were 148,000 board feet (Scribner measure) of long leaf pine down to a diameter of 12 inches, most of which they recommended be left standing to serve as seed trees. They reported that the pond pine was showing a satisfactory growth and could be sold at the discretion of the college Board of Trustees. We reviewed the colored map of the college site prepared by Mr. Fox, and Messrs. Fox and Alsup made recommendations with reference to the following colored areas as shown on the map.

'1. Yellow Area: This area denotes an adequate stand of pine and it was recommended that the merchantable pine from this area be cut and the remainder left for future growth and production. This area consists of 53 acres.

'2. Pink Area: The pink area denotes an inadequate stand of pine with scrub oak, and it was recommended that this area consisting of 255 acres be cut clean except for seed trees (eight to the acre), removing all other pine, pulp and poles. The land then would be cut with a heavy disk and permitted to reseed naturally. Following this procedure, I was informed that this area then should naturally reseed uniformly in an adequate manner giving us a good stand of young seedlings within a few years.

'3. Blue Area:

This area denotes an inadequate stand of pine; however, does not have scrub oak. It was recommended that this area consisting of 106 acres be cut clean except for seed trees (eight to the acre), removing all other pine, pulp and poles. In view of the absence of scrub oak, it was recommended that this area be burned in lieu of disking and permitted to reseed naturally. Following this procedure, I was informed that this area then should naturally reseed uniformly in an adequate manner giving us a good stand of young seedlings within a few years.

'4. Brown Area:

This area denotes the cull cyprus swamp area, and it was recommended that it be disked, burned and planted in pine. This area consists of 95 acres. It was recommended that the pond pine in this area be cut for saw timber at the discretion of the college since it is now showing a satisfactory growth.

'5. Black Area:

This area represents a good stand of pine. It was recommended that this area consisting of 10 acres perhaps needs some selective thinning.

'Messrs. Fox and Alsup estimated that there were approximately 1100 cords of merchantable pulp wood on the 361 acres comprising the pink and blue areas after leaving adequate seed trees in these areas. They estimated that this pulpwood should bring a price of \$3.50 to \$4.00 per cord. Messrs. Fox and Alsup said that Riegel Paper Company would disk and burn the blue and pink areas as outlined above without cost to the college. They also reported that the Riegel Paper Company would install and establish five miles of road around and through the property. These roads would be 30 feet wide with drainage on each side and also with a 20 foot firebreak on each side of the road making a total firebreak of 70 feet. It is estimated that the cost of the roads to the Riegel Paper Company will amount to over \$5,000.00; and it was estimated that the 255 acres in the pink area to be cleared and disked would cost \$12.00 an acre or approximately \$3,000.00.

'In my opinion the road improvement and the site preparation as outlined herein costing the Riegel Paper Company over \$8,000.00 would be eligible for matching funds from the State of North Carolina. In view of the above recommendations by Messrs. Fox and Alsup, I recommend to the Board of Trustees that the Riegel Paper Company be authorized to establish roads around and through the campus site as outlined on the map prepared by Mr. Fox. I also recommend that the pink and blue areas be managed in the manner as recommended by Messrs. Fox and Alsup, and that the Riegel Paper Company be authorized to commence this work at their convenience.

'I thanked Messrs. Fox and Alsup for the thorough and excellent analysis they had made of our college site, and I would like to take this opportunity to express to Dr. C. E. Hartford, Vice President of the Riegel Paper Corporation, our deep appreciation for his help.

'In order that the recommendations of Messrs. Fox and Alsup be readily available, I suggest that this report be made a permanent part of our minutes; and that the report and maps as prepared by Mr. Fox be placed in the custody of our President to be held with the other valuable records of our college."

F. B. Graham

The Trustees asked that a sub-committee made up of Mr. Trask, Mr. Coville, and Mr. Graham go over the report and the campus before a final decision was made.

Mr. Graham moved that the recommendations of Riegel Paper Company on forestry management on the new College site be approved subject to the approval of the sub-committee. Seconded by Mr. Tillery. Passed.

Mr. Graham told the Trustees that the work on the first well is within 60 feet of being completed. In checking the water, the contractors found that it contains a chemical ( $\text{CO}_2$ ) that will deteriorate the metal coils in the air-conditioning units. The contractors feel that the coils should be changed to nickel, which is an additional \$2,000 cost.

Mr. Payne moved to change the specifications for the coils in the air-conditioning unit to nickel coils. Seconded by Mr. Trask. Passed.

Student Activity Committee:

Mr. Schwartz, Chairman, told the Trustees that just as soon as Mr. Arnold Peterson finishes with the landscaping plans for the College, he will start on the ball fields.

Finance Committee:

Dr. Hartford distributed the Budget to the Trustees and asked if there were any questions.

Public Relations:

Mr. Marks, Chairman, read a letter from Mrs. T. D. Love concerning the high honors mentioned on Wilmington College's Adult Education Program at the Merchant's National Convention in New York.

The Board asked Mr. Marks to see that the Star-News receives a copy of the letter.

Dr. Hoggard, Chairman, appointed a new Fund-Raising Committee to replace the previously appointed Committee. The Committee is now composed of Mr. Trask, Mr. Marks and Mr. Fox. Mr. Trask will be Chairman of this Committee.

The meeting was adjourned at 9:15 p.m.

*John J. Hoggard*  
Chairman  
*James Rippy, Jr.*  
Secretary

The regular meeting of the Board of Trustees was held on Tuesday, March 21, 1961, at 7:30 p.m. in Room 310 at the College.

Ten members present: Mr. Frederick Coville; Mr. Frederick B. Graham; Dr. C. E. Hartford; Dr. John T. Hoggard; Mr. H. A. Marks; Mr. Harry Payne; Mr. J. Fred Rippy, Jr.; Mr. B. D. Schwartz; Mr. Eugene B. Tomlinson; Mr. Raiford G. Trask. Representing the College were Dr. William M. Randall; Mr. J. M. Crews and Mr. Rex Willis.

Dr. Hoggard, Chairman, called the meeting to order at 7:30 p.m.

The minutes of February 14 were approved as read.

President's Report:

Dr. Randall read a letter from Mr. Coltrane. The letter said that the Board of Higher Education cut the Colleges' request of \$100,000 for equipment for the new buildings to \$50,000. After the College appeared before the Joint Appropriations Committee the request was restored back to \$100,000 by this Committee. This will go before the Legislature for its approval.

Dr. Randall told the Trustees that the Southern Association is planning to revise their standards. Before this is done, the Association plans to visit most of the Colleges.

Dr. Randall told the Trustees that Mr. Willis has collected the style of classroom equipment that will be best for the new buildings. The samples are in the lobby and Dr. Randall requested that each member go down and examine them carefully.

The Board recessed for ten minutes to examine the classroom furniture.

Upon convening, Dr. Randall presented the brochure on the Summer Science Institute.

Dr. Randall told the Trustees that Mr. Dallas Herring is too busy to be Commencement Speaker.

Mr. Graham recommended that Chancellor John C. Caldwell, of North Carolina State College, be asked to be Commencement Speaker.

Mr. Graham moved that the President and the Chairman of the Board select a speaker for the Commencement Exercise. Seconded by Mr. Marks. Passed.

Finance Committee:

Dr. Hartford, Chairman, presented the budget report through February 28.

Dr. Hartford presented the minutes of the Finance Committee meeting on March 20.

"Minutes of the Finance Committee Meeting

'The meeting was held on March 20, 1961. Members present were: Dr. C. E. Hartford, Mr. Raiford Trask, Dr. John T. Hoggard, and Mr. J. Fred Rippy. Also present were Dr. William M. Randall, Mr. Rex Willis, and Mr. J. M. Crews.

'Dr. Randall presented the proposed budget to the committee and cited the urgency of approving a budget in order to hire new faculty members.

'Dr. Hoggard moved that the proposed budget be approved with amendments to include the President's and Comptroller's salaries to be increased 10 per cent, and to recommend the budget to the Board of Trustees for adoption. Seconded by Mr. Rippy and passed.

'Mr. Trask moved that any surplus of the 1960-61 budget be held and carried over to the 1961-62 budget under operating expenses Seconded by Mr. Rippy and passed.

'Dr. Hoggard moved and Dr. Hartford seconded the motion that all monies deposited in certificates of deposit be transferred to a savings account in a bank at the direction of the treasurer. This transfer is to occur when the certificates become due. Motion passed.

'Dr. Hoggard made the motion that all unpaid bills of tuition accrued since 1959 be charged to the current spring quarter's account. Seconded by Mr. Trask and passed.

'Dr. Hoggard moved and Dr. Hartford seconded the motion that the Committee recommend to the Board that they consider requesting Mr. Calder to introduce a local bill to enable the County Commissioners to ask the people to vote on an additional tax levy of 3 cents per \$100 for the College."

Dr. Hartford presented the proposed budget for 1961-62. Dr. Hartford recommended that the budget be approved with amendments to include the President's and the Comptroller's salaries to be increased 10 per cent.

Budget Proposals

Salaries	1961-62
Administrative	\$52,940.00
Art	4,400.00
Biology	18,200.00
Business	14,180.00
Chemistry	11,630.00
Education	400.00
Engineering	12,100.00
English	32,420.00
Mathematics	25,820.00
Merchandising	3,300.00
Modern Languages	9,560.00
Music	4,150.00
Physics	4,800.00
Psychology	4,700.00

Budget Continued

61 11

Social Science	20,210.00
Extra Instruction	1,000.00
Summer School	16,000.00
Laboratory Assistants	1,000.00
Janitorial	8,930.00
Adult Education	1,000.00
Williston	<u>14,000.00</u>
Total	\$ 260,740.00

Expense	1961-62
Retirement - Administration	
Retirement - Teaching	17,000.00
Employees Group Insurance	1,000.00
Library - Subscription Expense	500.00
Instructional Supplies	3,000.00
Catalogues - Student Handbooks	1,500.00
Advertising	300.00
Photography	150.00
Membership & Dues	500.00
Office Expense and Supplies	2,000.00
Postage 600.00 Tel & Telg. 2,750.00	3,350.00
Teas and Receptions	100.00
Commencement	1,000.00
Travel-Administrative	1,000.00
Travel-Teaching	500.00
Motor Vehicle Operation	300.00
Insurance and Bonding	3,500.00
Audit	1,000.00
Light, Power, and Water	12,500.00
Maintenance & Repair Equip.	750.00
Maintenance & Repair Buildings & Grounds	250.00
Janitorial Supplies	500.00
Rental Brodgen Hall	800.00
Scholarships	10,000.00
Scholarships - In Lieu of Salary	7,000.00
Library Books	1,000.00
Equipment	2,000.00
Public Relations	300.00
National Defense	<u>500.00</u>
Total	\$ 72,300.00

ESTIMATED INCOME

Student Fees	1960 S.S.
Tuition	104,430.97
Registration	9,278.25
Commerce Lab Fees	932.25
Science Lab. Fees	6,846.75
Transfer	310.18
Transcript	159.00
Veterans Administration	11.00
Adult Education	57.00
Library Book Fines	90.00
	121,935.22
Total	10,123.43
State of North Carolina	63,696.75

Budget Continued

61 12

Increase 3.25 to 4.00	14,701.21	78,397.96	
New Hanover County		<u>83,000.00</u>	<u>283,333.18</u>
			293,456.61

100 Additional Students

Each Quarter 1961-62			
From Tuition-Ave	225.00	22,500.00	
From State-Ave	180.00	<u>18,000.00</u>	40,500.00
Total Estimated Income			333,956.61
1961-62 Salary Proposals	260,740.00		
1961-62 Expense Proposals	<u>72,300.00</u>		
Total Estimated Expense			<u>333,040.00</u>
Balance			916.61

Mr. Graham moved to accept the budget as outlined by the Chairman of the Finance Committee with the understanding that if the legislature doesn't increase student quarter hours from \$3.25 to \$4.00 that the budget will have to be revised. Seconded by Mr. Schwartz. Passed.

Mr. Trask moved to request the County Commissioners to ask Mr. Robert Calder, Representative, to introduce a local bill to enable the County Commissioners to ask the people to vote on an additional tax levy of 3 cents per \$100 valuation for the College. Seconded by Dr. Hartford. Passed.

Mr. Graham moved that unpaid bills of tuition that have accrued since 1959 be charged to the current spring quarter's account. These charges will be transferred from the current accounts receivable to a separate ledger in order that a close check can be kept on the outstanding accounts. Seconded by Mr. Trask. Passed.

Mr. Graham moved to accept the recommendations of the Finance Committee. Seconded by Mr. Schwartz. Passed.

Dr. Randall requested a meeting of the Executive Committee to go over the credentials of the instructors that need to be hired for next year.

Mr. Marks moved that a meeting of the Executive Committee be called to go over the credentials of the instructors that need to be hired for next year. Seconded by Mr. Tomlinson. Passed.

Buildings and Grounds Committee:

Mr. Graham, Chairman, told the Trustees that the major well should be completed next week. The auxiliary well will be completed later.

Mr. Graham told the Trustees that the nickel coils for the air-conditioning units will cost \$5,600 instead of \$2,000.

Mr. Graham told the Trustees that the Sub-Committee that was appointed to go over the Riegel Paper Company's Forestry Program for the new College has gone over the College Campus and feels that it would be unwise to cut and clear the land as recommended by Riegel. The Committee feels that the timber should be left alone, but the Committee would like to accept Riegel's generous offer of putting the fire lanes through. The Committee would also like Riegel to go ahead with their road recommendations, at their convenience.

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Mr. Graham told the Trustees there was an additional cost of \$1,397.60 for wiring in the Library.

Dr. Randall told the Trustees that the library stacks will be shipped on May 5.

Four-Year College Committee:

Mr. Graham told the Trustees that Mr. Cyrus Hogue, Mr. Robert Calder, and Mr. William Eubank have been requested to talk with the Governor about Wilmington College becoming a four-year college.

Mr. Graham told the Trustees that Governor Sanford told Mr. Calder that two Committees are being appointed to study the Community Colleges and recommend the best way for the Community Colleges to go into the four-year program.

Student Activities Committee:

Mr. Schwartz, Chairman, asked Mr. Payne to tell the Trustees about the beautification of the College Campus.

Mr. Payne told the Trustees that Mr. Arnold Peterson has started the beautification of the College Campus. He has the circular drive started and the front of the Campus cleared. The work is at a standstill at the present.

Mr. Peterson has started the topo work on the athletic fields.

Mr. Payne moved that an Annual Scholarship be granted to Riegel Paper Company for a son or daughter of one of their employees. The Scholarship will be administered by Riegel. Seconded by Mr. Graham. Passed.

Dr. Hartford accepted the Scholarship in behalf of Riegel Paper Company

Dr. Randall told the Trustees that on April 17 the Woodmen of the World will present the College with a \$200 flag pole and a flag.

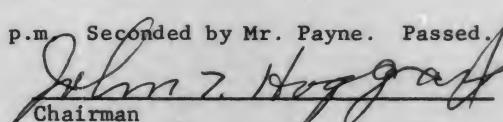
Public Relations Committee:

Mr. Marks told the Trustees that Mr. Al Dickson of the Star-News Newspapers gave the College a very good editorial on the Adult Education's high mention at the Merchant's National Convention in New York.

The Star-News Newspaper has given the College a good editorial on the Summer Science Institute.

Dr. Hoggard requested that each member appear before the Board of County Commissioners on April 4, at which time the College will request an additional tax levy of 3 cents per \$100 valuation.

Dr. Hartford moved to adjourn at 9:15 p.m. Seconded by Mr. Payne. Passed.

  
John Z. Hoggard  
Chairman

  
J. H. Paye, Jr.  
Secretary

The monthly meeting of the Board of Trustees, scheduled for April 18, was changed to an Executive Committee Meeting.

Six members present: Mr. Frederick B. Graham; Dr. C. E. Hartford; Dr. John T. Hoggard; Mr. H. A. Marks; Mr. Harry Payne; Mr. J. Fred Rippy, Jr. Representing the College were Dr. William M. Randall; Mr. J. M. Crews; and Mr. A. R. Willis.

Dr. Hoggard called the meeting to order at 7:40 p.m.

Mr. Marks moved to dispense with the reading of the minutes of March 21, 1961.

Dr. Randall told the Executive Committee that the budget allows for a new instructor in the Social Science Department with a salary of \$4700. He asked the Board's approval of the three men as presented by Mr. Crews.

Mr. Crews presented three applications of instructors for the Social Science Department.

Mr. Davis G. Vieira -- Age 31 -- Married -- one child.

Graduate of King College, Bristol, Tennessee, 1952, with degree of Bachelor of Arts. Major: History, Minor: Political Science.

Graduate of University of Richmond, Richmond, Virginia, 1960, Master of Arts in American History. Minor: Political Science.

Presently attending American University, Washington, D. C., where he will finish his residence requirements for a Ph.D. in Latin American History in August of 1961.

Vincent L. Sexton -- Age 21 -- Single, will be married August of 1961.

Graduate of Hampden-Sydney College, Hampden-Sydney, Virginia, 1960, Major: History. Minor: English.

Presently attending Peabody College, Nashville, Tennessee, where he will receive his M. A. Degree in August, 1961. Major: History. Minor: related areas.

Mr. Jay Crowther Kline, Jr. -- Born December 6, 1932 -- Married-no children.

Graduate of the University of North Carolina, Chapel Hill, N. C. 1956, A. B. Degree; 1957 M. E. Degree. Attended Duke University, Durham, N. C., from 1959-60 received no degree.

Presently employed at Roland-Grise Junior High School.

The Committee recommended that next year the President give the Executive Committee an estimate of how much it will cost to have a personal interview with prospective instructors.

Dr. Randall told the Trustees that Dr. John Wan Yuin Chang, Chemistry Instructor, is leaving the College

Mr. Crews presented one application for Dr. Chang's replacement.

Mr. Alfred E. Saeed -- Age 30.

Graduated from Duke University, Durham, N. C., 1952, with an A. B. Degree in Pre-med. Attended Bowman Gray School of Medicine for about one year. Received his teacher's certificate and M. A. Degree at East Carolina College. He has done further study at Union College and Duke University in Chemistry.

Mr. Marks moved to approve all instructors as presented by the Administrative Officers. Seconded by Dr. Hartford. Passed.

Dr. Randall read a letter from Dr. Glenn L. Bushey, President of Asheville-Biltmore College, telling that Representative Gordon Greenwood of Buncombe County is planning to introduce legislation to amend the Community College Act of 1957 so as to permit the use of State Funds for the construction of physical education facilities on Community College Campuses. If the Board favors such legislation, we should contact members of New Hanover legislative delegation and urge them to support the revising of the present law.

The Board asked the President and Chairman to write each Representative in the surrounding seven counties and ask them for their support.

Dr. Randall read a letter from the Professor of Mathematics at North Carolina State College thanking us for the opportunity of being able to visit our Community College. He praised Mr. A. D. Hurst, Instructor of Math, highly for his loyalty.

Dr. Randall told the Trustees that the College received a check for \$200 from the Woodmen of the World for a flag pole.

Dr. Randall told the Trustees that he will attend a luncheon at East Carolina College. Governor Sanford will be the main speaker at this luncheon.

Dr. Hartford moved that the County Commissioners be asked to levy a 5-cent tax plus all portions of back taxes for the ~~1961~~ budget. Seconded by Mr. Marks. Passed.

Dr. Hartford presented the budget through March 31.

Mr. Marks moved that the Finance Committee's report be approved. Seconded by Mr. Graham. Passed.

Mr. Crews told the Trustees that the applications for fall quarter 1961 are much higher this year than last year at this time.

Mr. Graham gave the Trustees information about a College Foundation program. This would be a Corporation under the direction of the Trustees.

Mr. Marks moved to adjourn at 9:05 p.m. Seconded by Dr. Hartford. Passed.

John T. Hoggard  
Chairman

J. R. P. J.  
Secretary

## Minutes

Regular meeting of the Board of Trustees was held Tuesday, May 9, 1961, at 7:30 p.m. in Room 310 at the College.

Seven members present: Mr. Frederick Coville; Mr. John Fox; Mr. Frederick B. Graham; Mr. Harry Payne; Mr. J. Fred Rippy, Jr.; Mr. Eugene B. Tomlinson; and Mr. L. Bradford Tillery. Representing the College were Dr. William M. Randall, Mr. J. M. Crews, and Mr. Rex Willis.

Mr. Tillery, Vice-Chairman, called the meeting to order at 7:40 p.m.

Mr. Fox moved that the minutes of March 31 be approved upon the correction of William Eubank's name being changed from Eubanks to Eubank. Mr. Fox also moved that the minutes of April 18 of the Executive Committee stand approved as read. Seconded by Mr. Rippy. Passed.

President's Report:

Dr. Randall told the Trustees that the Woodmen of the World presented the College with a 5 X 8 fifty star flag on May 9.

Mrs. Naomi Wood of the Stamp Defiance Chapter of the D. A. R. sent a check for \$125 for a Ben McDonald Scholarship. The \$125 scholarship is to be administered by the scholarship committee.

Dr. Randall told the Trustees that Mr. Earl Funderburk will be Commencement speaker.

Dr. Randall had read a letter to the Trustees on April 18 from Mr. Charles D. Sanders of Oregon asking permission to make a survey of the Williston Unit. Dr. Randall had replied stating that the Unit would be closed at the time he wanted to make his visit. Dr. Randall received a second letter from Mr. Sanders stating that he would be glad to change the time of his visit to meet with the Unit's convenience. The Board agreed to invite Mr. Sanders to make his survey.

Dr. Randall told the Trustees that he attended the Pitt County salute to East Carolina College. There were four junior college President's attending: Chowan, Campbell, Mt. Olive and Wilmington.

Dr. Randall told the Trustees that letters were sent to the various Representatives in surrounding counties asking for their support on the physical education amendment to the Community College Act.

Finance Committee:

Mr. Fox moved that the Baseball team be given authorization to spend the same amount of money on their trip to Colorado as they did last year, providing they win the regional championship. The trip planning will be under the supervision of the President and the Dean. Seconded by Mr. Graham. Passed.

Mr. Willis presented the budget ending April 30 in the absence of Dr. Hartford.

Buildings and Grounds Committee:

Mr. Graham, Chairman, told the Trustees that the main well is complete. He told the Trustees that the sewage program outlined in the specifications is large enough to take care of 1500 students at one time. Mr. Graham feels that this is too much money to invest in at the present time. He asked for the Board's approval to give him authority to select a sewage program that would take care of the needs of the College for the next several years.

Mr. Payne moved that Mr. Graham be given authorization to select a sewage program for the College. Seconded by Mr. Fox. Passed.

Student Activities Committee:

Mr. Payne told the Trustees that the concession for food service should be leased to a commercial operator. The school will be guaranteed \$1,800 a year with monthly payments of \$200, or 15% of the gross income for the year. At the end of the fiscal year the monthly payments will be credited to the 15% of the total gross that is due the College. The College will furnish all equipment except expendable items (dishes, glasses, silver, etc.). The College will also furnish utilities. If the operator is losing money or the College is not satisfied with the operation of the lunch room, the lease can be broken within twenty-four hours. The lunch room will handle only food and cigarettes. All supplies will be handled through the bookstore.

The committee will have a recommendation for an operator at the next Board meeting.

Public Relations Committee:

The chorus has been on tour in Pender County and in Jacksonville, N. C.

The Baseball team has been doing very well this season.

Mr. Tomlinson asked that the Board go on record praising Dr. Randall for his outstanding speech at the National Security Seminar being held at the Roland-Grise Junior High School.

Unfinished Business:

Mr. Graham moved that the Board request from the New Hanover County Commissioners \$25,000 from the 1961-62 budget for Wilmington College to be used in the building program for a physical education plant, which the Trustees feel is an absolute necessity to meet with the requirements of the senior universities to which our students transfer. This money will be matched by the State of North Carolina. This request should be in writing and signed by the Chairman of the Board of Trustees.

Mr. Graham moved that a second request be made to the New Hanover County Commissioners for \$25,000 from the 1960-61 budget for the same purpose as enumerated above. This will be a verbal request. The Board feels that with these funds that the physical education plant can be commenced within the foreseeable future. Both motions were seconded by Mr. Tomlinson. Passed.

## New Business:

Mr. Rippy told the Trustees that he thinks now is the time to trade the 1959 Chevrolet Station Wagon. It has 51 thousand miles on it.

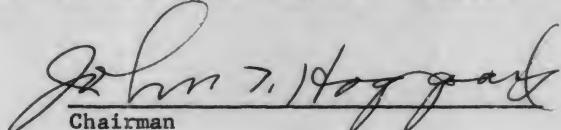
The Board referred the purchase of a station wagon to the Student Activities Committee.

Dr. Randall asked the Board to consider Mr. Homer Larry Ingle for Assistant Professor of Social Science. The three applicants considered at the Executive Committee Meeting of April 18 are not available.

Mr. Ingle graduated from Wake Forest College, Winston-Salem, N. C. in 1958 with a B.A. Degree. Major: History. Minor: Greek. He received his M. A. in History in 1960 from the American University, Washington, D. C.

Mr. Fox moved that the administrative department be given authority to hire Mr. Homer Larry Ingle for 1961-62. Seconded by Mr. Tomlinson.  
Passed.

Mr. Fox moved to adjourn at 9:10 p.m. Seconded by Mr. Tomlinson. Passed.

  
John T. Haggard  
Chairman

  
J. Rippy  
Secretary

The regular meeting of the Board of Trustees was held Tuesday, June 20, 1961, in the faculty lounge of the Wilmington College Library Building.

Nine members present: Mr. Frederick Coville; Mr. Frederick B. Graham; Dr. John T. Hoggard; Mr. H. A. Marks; Mr. Harry Payne; Mr. J. Fred Rippy, Jr.; Mr. B. D. Schwartz; Mr. L. Bradford Tillery; and Mr. Raiford G. Trask. Representing the College were Dr. William M. Randall, Mr. J. M. Crews, and Mr. Rex Willis.

Dr. Hoggard, Chairman, called the meeting to order at 7:30 p.m.

The minutes of May 9 were approved as read.

President's Report:

Dr. Randall read a letter from Mr. Al Dickson of the Star-News Newspaper thanking the College and the Board of Trustees for the Spelling Bee Scholarship.

Dr. Randall read a letter from Bethany Presbyterian Church on behalf of the Wilmington Presbytery thanking the College staff for their cooperation with the Presbytery in making the necessary surveying at the new camp site.

Dr. Randall told the Trustees that he wrote Mayor O. O. Allsbrook, Mr. J. M. Hall, and Mr. Wayne Jackson, thanking them for the banquet honoring Coach Bill Brooks and his baseball team.

Dr. Randall read a letter from Mr. D. S. Dykstra of Grand Junction, Colorado, congratulating Bill Brooks and his baseball team for winning the National Junior College Baseball Championship.

Dr. Randall told the Trustees that Mr. Nile F. Hunt, Director of the Division of Public Instruction, asked if Wilmington College would be willing to give examinations to people over 21 years of age who have never graduated from high school and by law cannot go back to high school. The Department of Public Instruction issues a certificate of High School equivalency to these people upon satisfactory scores on the examinations. The program will be self supporting.

Mr. Payne moved that the College accept the offer from Mr. Hunt to give the examination for the Department of Public Instruction of North Carolina. Seconded by Mr. Schwartz. Passed.

Dr. Randall told the Board that either he or Mr. Crews would attend a meeting concerning these examination on June 30 in Raleigh.

Dr. Randall told the Trustees that Mr. Bowman Gray, of Winston-Salem, asked if Wilmington College would be receptive to a grant of \$1,000 from the Lettie Pate Whitehead Foundation, Inc. of Atlanta, Georgia. The scholarship must go to some poor, white christian girl and will be administered by the Scholarship Committee of Wilmington College.

Mr. Marks moved to accept the grant and turn it over to the Scholarship Committee, and for the Committee to administer the funds as stipulated in the agreement. Seconded by Mr. Tillery. Passed.

Dr. Hoggard told the Trustees that Mr. William Eubank informed him that the Legislature passed the amendment to the Community College Act. This amendment is to provide matching state funds to be used for physical education buildings and equipment.

Mr. Payne moved that Dr. Randall write letters to the Representatives and Senators in surrounding counties, thanking them for their cooperation and support in passing this amendment. Seconded by Mr. Trask. Passed.

Dr. Hoggard appointed a Committee, composed of Mr. Graham, Mr. Schwartz, and Mr. Tillery, to be working on the dedication program of the new buildings.

The Board asked Dr. Randall to set a date for the dedication and write Governor Terry Sanford, asking him to be the main speaker at the dedication.

Finance Committee:

The budget through May 31 was presented to the Board.

Mr. Graham told the Trustees that around \$14,500 above the original building contract is being spent for sewage, sidewalks, and the heating system.

Buildings and Grounds Committee:

Mr. Graham told the Trustees that the first phase of the building program is nearing completion. Mr. Graham stated that the Building Fund should have a surplus of approximately \$25,000.

Mr. Graham thanked Mr. Schwartz for his cooperation in helping the College to purchase furniture for the new buildings.

Mr. Graham told the Trustees that the Board, as a group, appeared before the County Commissioners and asked for \$25,000 from the 1960-61 budget. This money, if granted, will be used to help build a combined physical education plant and auditorium.

Student Activities Committee:

Mr. Schwartz moved, upon the recommendation of Dr. Randall, that Bill Brooks's salary be increased from \$6900 to \$7200 a year. Seconded by Mr. Marks. Passed.

Mr. Schwartz, Chairman, moved that the Trustees should go on record expressing their congratulations to the Baseball Team and Bill Brooks for winning the National Junior College Athletic Baseball Championship. Seconded by Mr. Graham. Passed.

Minutes of the Student Activities Committee:

"Meeting of the Student Activities Committee on May 23, 1961 at 7:30 p.m. at the home of B. D. Schwartz.

'The following Trustees were present: Mr. John Fox; Mr. Harry Payne; Mr. J. Fred Rippy, Jr.; Mr. B. D. Schwartz; Mr. L. Bradford Tillery.

'The meeting was called to order by Mr. Schwartz.

'It was moved by Mr. Pyane that a portion of the funds from the textbook and snack bar account be set aside to make payments on proposed loan to complete the final arrangements to the building of a gymnasium. Seconded by Mr. Tillery. Motion carried.

'It was reported that the landscaping plans have been delivered to the architects for their consideration.

'It was reported that the baseball team was on the way to Colorado.

'The Chairman requested that Mr. Peterson be asked to attend the next meeting to complete plans for the landscaping. Meeting to be held Monday, May 29.

'The contract for the Snack Bar and Cafeteria was discussed. It was moved by Mr. Tillery that Mr. Frank Collier be given the first refusal of the contract. Seconded by Mr. Rippy. Motion carried.

'Matter of station wagon discussed. Decided to take up at next meeting.

'Motion to adjourn by Mr. Tillery, seconded by Mr. Rippy. The meeting adjourned."

The minutes of the Student Activities Committee meeting of May 29, 1961.

"Meeting of the Student Activities Committee May 29, 1961, at 7:30 p.m. at the home of B. D. Schwartz.

'The following Trustees were present: Mr. John Fox; Mr. Frederick B. Graham; Mr. Harry Payne, Mr. J. Fred Rippy, Jr.; Mr. B. D. Schwartz; Mr. L. Bradford Tillery; and Mr. Raiford G. Trask.

'The meeting was called to order by Mr. Schwartz, Chairman.

'Minutes of meeting of May 23 were read and approved.

'Mr. Fox presented Mr. Peterson who exhibited plans for landscaping. After some discussing, it was decided to plant willow oak trees.

'It was moved by Mr. Fox that Mr. Peterson be authorized to go ahead with plans to purchase such trees and plants that he thinks necessary to an amount of approximately \$2,000. The funds to be advanced from the building account. This money is to be returned to this account from cash donation expected from the federation of garden clubs. Seconded by Mr. Payne. Motion carried.

'It was decided to contact large donars of shrubs for planting on other parts of the campus, not included in the original plans.

Student Activities Minutes continued.....

'Permission was granted Mr. Trask to dig a ditch on the north line for drainage purposes.

'Motion to adjourn by Mr. Payne. Seconded by Mr. Rippy. Meeting adjourned."

Mr. Marks moved to accept the Student Activities Committee minutes of May 23, 1961. Seconded by Mr. Graham. Passed.

Mr. Schwartz moved to give Mr. Trask authority to dig a drainage ditch on the north line of the College property. Seconded by Mr. Marks. Passed.

Mr. Tillery moved that the landscaping committee be authorized to spend funds not to exceed \$2,000 on the beautification of the campus. Seconded by Mr. Graham. Passed.

Mr. Schwartz moved to purchase plaques for the Baseball players. The cost of the plaques will come from the Student Activities Fund. Seconded by Mr. Tillery. Passed.

Mr. Graham told the Trustees that the contractors' insurance expired on June 19. He suggested to bind the insurance on the new buildings with one-half of the coverage being given to the Association of Mutual Insurance Companies and the other half being given to the Stock Insurance Agencies. The Board agreed this should be referred to the Comptroller.

Mr. Tillery moved that the insurance coverage on the new buildings be placed with one-half going to the Association of Mutual Insurance Companies and the other half going to the Stock insurance Agencies. Seconded by Mr. Payne. Passed.

Mr. Graham moved to adopt the following resolution. Seconded by Mr. Schwartz. Passed.

WHEREAS, the Board of Trustees of Wilmington College will abandon and have no further use for the property located at 13th and Market Streets and heretofore given to it by the Board of Education of New Hanover County after July 1, 1961.

WHEREAS, the Board of Trustees of Wilmington College being desirous of expressing its deep appreciation to the Board of Education for having permitted the use of these facilities since the beginning of Wilmington College, now therefore return it by RESOLVING:

1. That the property heretofore deeded to Wilmington College by the Board of Education of New Hanover County be abandoned and returned to the Board of Education as of July 1, 1961.
2. That the proper officers of the Board of Trustees be authorized and directed to execute a proper quit claim deed to be prepared by the Board of Education for the purpose of re vesting title of said property in the Board of Education this the 20th day of June, 1961.

Mr. Tillery told the Trustees that Mr. Emsley Laney, Chairman of the Board of Education, asked him what action the Board was going to take on his former request for land for a high school.

Mr. Rippy moved that the following resolution be adopted. Seconded by Mr. Payne. Passed.

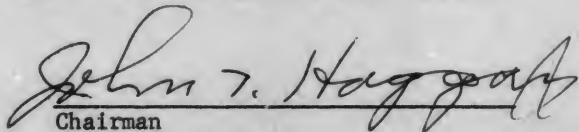
WHEREAS, The Board of Trustees of Wilmington College have been approached on several occasions concerning the possible transfer of portions of property now owned by Wilmington College, AND

WHEREAS, The Board of Trustees unanimously feels that it is in the best interest of Wilmington College that no portion of its property be surrendered and that all of the property be used for College purposes, AND

WHEREAS, There are many legal difficulties which would present severe problems in the transfer of College property such as the investment that the State of North Carolina has made in the property and the sworn statements of College Officials in condemnation proceedings, that property heretofore condemned was and is necessary for College purposes.

NOW THEREFORE LET IT BE RESOLVED, that the policy of the Board of Trustees of Wilmington College on property presently belonging to the College exclusive of that which is to be reverted to the Board of Education of New Hanover County July 1, 1961, should be retained as a single unit and used solely for College purposes this the 20th day of June, 1961.

Mr. Schwartz moved to adjourn at 9:30 p.m. Seconded by Mr. Payne. Passed.

  
John T. Haggard  
Chairman

  
J. Rippy, Jr.  
Secretary

The regular meeting of the Board of Trustees was held Tuesday, July 18, 1961, in the faculty lounge of the Wilmington College Library Building.

Ten members present: Mr. Frederick Coville; Mr. John H. Fox; Mr. Frederick B. Graham; Dr. C. E. Hartford; Dr. John T. Hoggard; Mr. H. A. Marks; Mr. J. Fred Rippy, Jr.; Mr. B. D. Schwartz; Mr. L. Bradford Tillery; and Mr. Raiford G. Trask. Representing the College were Dr. William M. Randall, Mr. J. M. Crews, and Mr. Rex Willis. Representing Wachovia Bank and Trust Company was Mr. Richard Rogers.

Dr. Hoggard, Chairman, called the meeting to order at 7:35 p.m.

The minutes of May 23, 1961 were approved as read.

Mr. Richard Rogers, of Wachovia Bank and Trust Company, presented the Board with an outline of a plan which would enable the College to set up a foundation to take care of endowments made to the College.

Mr. Marks moved that the Executive Committee develop the Foundation plan and upon completion, present it to the Board for their approval. Seconded by Mr. Trask. Passed.

**President's Report:**

Dr. Randall told the Trustees that he received a letter from the Lettie Pate Whitehead Foundation, Inc., of Atlanta, Georgia. A Grant of \$1,000 has been given to Wilmington College. One-half of the Grant will be received in August, and the other half will be received in December.

Dr. Randall told the Board that the College has already begun preparation for the High School Equivalency tests.

Dr. Randall told the Board that he had written Mr. William H. Wagoner, the new superintendent of New Hanover County Schools, welcoming him to his new appointment.

Dr. Randall told the Trustees that he had accepted an invitation from President William C. Friday, of the University of North Carolina, to attend meetings on July 20-21, 1961 in Chapel Hill, North Carolina.

Dr. Randall read a letter from Governor Terry Sanford in which he stated that he would be unable to attend the dedication ceremonies in October.

Dr. Randall told the Board that he would write a letter to President William C. Friday asking him to be the main speaker at the dedication.

Mr. Tillery suggested that Doug Sessions, the first graduate from Wilmington College to receive his Ph.D Degree, introduce President Bill Friday as the main speaker at the dedication. The Board agreed to wait until late October or early November to have the dedication ceremonies.

Dr. Randall told the Trustees that he had received a letter from Mr. W. A. Johnson, Commissioner of the Department of Revenue, informing him that the State had increased the student quarter-hour pay from 3.25 to 4.00.

Finance Committee:

Mr. Willis, Comptroller, presented an outline of the College's insurance policies to the Board.

Mr. Fox moved that the Finance Committee be given authority to act on the insurance after giving it thorough study. Seconded by Mr. Schwartz. Passed.

Dr. Hartford, Chairman, scheduled a meeting of the Committee for Wednesday, July 26, 1961 at 5:00 at the College.

Dr. Hartford presented the budget report ending June 30, 1961.

The matter of protection from vandalism was referred to Mr. Willis.

Student Activities Committee:

Mr. Crews reported that \$150, in addition to the \$600 already allotted for the clearing of a baseball field, is needed to complete the project. Mr. Trask moved to appropriate the necessary funds for the completion of the job. Seconded by Mr. Marks. Passed.

Mr. Schwartz asked that the Board go on record as expressing their thanks to Mr. Trask for the use of his bulldozer.

Mr. Fox presented an outline of the Sprinkler system for the College lawn. Mr. Marks moved that the Student Activities Committee give the outline further study and bring in a recommendation at the next board meeting.

Public Relations Committee:

The Dramatics Department and the new College buildings received publicity in the Star News Newspaper.

Reorganization of the Board:

Mr. Schwartz moved to re-elect the following officers for the coming year. Seconded by Mr. Marks. Passed.

Chairman - Dr. John T. Hoggard  
Vice-Chairman - L. Bradford Tillery  
Secretary-Treasurer - J. Fred Rippy, Jr.

Dr. Hoggard, Chairman, reappointed the following committees:

Executive Committee

John T. Hoggard  
Frederick B. Graham  
J. Fred Rippy, Jr.  
Raiford G. Trask  
Harry E. Payne  
L. Bradford Tillery

Finance Committee

C. E. Hartford  
Frederick B. Graham  
J. Fred Rippy, Jr.  
Raiford G. Trask  
John H. Fox

Buildings and Grounds Committee

Frederick B. Graham  
Frederick Coville  
John Fox  
C. E. Hartford  
John T. Hoggard  
H. A. Marks  
Harry E. Payne  
J. Fred Rippy, Jr.  
B. D. Schwartz  
L. Bradford Tillery  
Eugene B. Tomlinson, Jr.  
Raiford G. Trask

Scholarship Committee

John T. Hoggard  
Raiford G. Trask  
J. Fred Rippy, Jr.

Student Activities Committee

B. D. Schwartz  
John Fox  
Harry E. Payne  
J. Fred Rippy, Jr.  
L. Bradford Tillery  
Eugene B. Tomlinson, Jr.

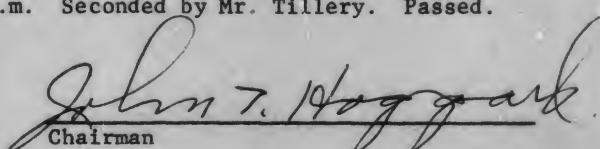
Public Relations Committee

H. A. Marks  
Frederick Coville  
John Fox  
B. D. Schwartz  
Eugene B. Tomlinson, Jr.  
Raiford G. Trask

Mr. Tillery moved that a joint committee of two board members and one faculty member be appointed to set up an organized procedure to increase the rate of acquiring books as needed for the College Library. Seconded by Mr. Graham. Passed.

Dr. Hoggard appointed Mr. Tillery, Mr. Graham, and Dr. Randall to this Committee.

Mr. Trask moved to adjourn at 9:50 p.m. Seconded by Mr. Tillery. Passed.

  
Chairman

  
Secretary

The regular meeting of the Board of Trustees was held Tuesday, August 15, 1961, in the faculty lounge of the Wilmington College Library Building.

Seven members present: Mr. Frederick Coville; Mr. John H. Fox; Dr. John T. Hoggard; Mr. H. A. Marks; Mr. Harry E. Payne; Mr. B. D. Schwartz; and Mr. L. Bradford Tillery. Representing the College were Dr. William M. Randall and Mr. Rex Willis.

Dr. Hoggard, Chairman, called the meeting to order at 7:35 p.m.

The minutes of July 18, 1961 were approved as read.

President's Report:

Dr. Randall read a letter from Mr. Elwood R. Orr, of the Winter Park Baptist Church, in which he offered the College the use of the Church's sanctuary.

Dr. Randall told the Trustees that the Summer Science Institute, which was held for the first time this year, was a pronounced success. The College realized a profit of \$215 from the Institute which granted 97 certificates to junior high school students.

Dr. Randall told the Board that the first Grant of \$500 from the Lettie Pate Whitehead Foundation, Inc., of Atlanta, Georgia has been received.

Executive Committee:

Minutes of the Executive Committee:

"The Executive Committee of the Board of Trustees of Wilmington College met in the office of the President at 5:00 p.m. on August 10. Present for the Trustees were Dr. John T. Hoggard, Chairman, Mr. Frederick Graham, Mr. Harry Payne, and Mr. Fred Rippy. Also present were Mr. Richard Rogers, of the Trust Department of the Wachovia Bank and Trust Company, and Dr. William M. Randall.

'After some discussion and clarification of certain points by Mr. Rogers, the following motion was made by Mr. Payne and seconded by Mr. Graham:

- (1) That the Executive Committee recommends to the Board of Trustees the establishment of the Wilmington College Foundation, Inc.
- (2) That the Chairman of the Board of Trustees of the College appoint the full membership of the Board of Trustees of the College as the incorporators of the Foundation.
- (3) That the Chairman of the Board of Trustees of the College be empowered to appoint six members of the Board of Trustees of the College as the initial directors of the Wilmington College Foundation, Inc., and that these initial appointments be made for a period of five years.

(4) That the Wachovia Bank and Trust Company be appointed as the Corporate Trustee as set forth in the Articles of Corporation and the By-Laws.

(5) That the Articles of Corporation and the By-Laws as submitted be approved.

'This motion was passed.

'After some further informal discussion the Committee adjourned at 5:45 p.m."

Dr. Hoggard requested Mr. Tillery to examine the proposed Articles of Corporation and the By-Laws from a legal standpoint and to give his opinion concerning their acceptability to the Board at the next meeting.

Mr. Tillery moved that the following sections of the motion be approved by the Board and that the approval of the Articles of Corporation and By-Laws be deferred until the next meeting of the Board. Seconded by Mr. Coville. Passed.

'(1) That the Executive Committee recommends to the Board of Trustees the establishment of the Wilmington College Foundation, Inc.

'(2) That the Chairman of the Board of Trustees of the College appoint the full membership of the Board of Trustees of the College as the incorporators of the Foundation.

'(3) That the Chairman of the Board of Trustees of the College be empowered to appoint six members of the Board of Trustees of the College as the initial directors of the Wilmington College Foundation, Inc., and that these initial appointments be made for a period of five years.

'(4) That the Wachovia Bank and Trust Company be appointed as the Corporate Trustee."

Dr. Hoggard, Chairman, appointed the following members of the Board of Trustees of Wilmington College as the initial directors of the Wilmington College Foundation, Inc.

Frederick Coville	Harry E. Payne
Frederick B. Graham	B. D. Schwartz
C. E. Hartford	L. Bradford Tillery
John T. Hoggard, Chairman	

Mr. Tillery moved that the Board write a letter to Dean Crews expressing their appreciation for his help in conducting the fine seminar for junior high school students this summer. Seconded by Mr. Schwartz. Passed.

Finance Committee:

Mr. Willis, Comptroller, presented the budget report ending July 31, 1961.

Minutes of the Finance Committee:

"The Finance Committee of the Board of Trustees of Wilmington College met at 5:00 p.m. on July 26, 1961 in the faculty lounge of the Wilmington College Library Building.

'The following Trustees were present: Dr. C. E. Hartford; Dr. John T. Hoggard; Mr. Frederick B. Graham; and Mr. Fred Rippy, Jr. Representing the College were: Dr. William M. Randall and Mr. Rex Willis.

'The meeting was called order by Dr. Hartford.

'Mr. John C. Symmes, representing the Wilmington Association of Insurance Agents, Inc., was introduced. Mr. Symmes outlined an insurance program for Wilmington College.

'The Committee authorized the purchase of the following policies through the Wilmington Association of Insurance Agents, Inc.

1. Three D Bond - This policy is for Crime Protection from Dishonesty, Disappearance and Destruction with a \$100,000 Blanket Position Bond, with protection from loss of money or securities in the amount of \$1365 with the exception that during the registration periods, the coverage will be increased to \$25,000; \$1,000 coverage on burglary of College property and \$2,000 on burglary and theft of office equipment and supplies. The cost will be \$574.31 per year.
2. Institutional Property Policy - This policy covers one-half of 90% of estimated value of Buildings and Contents, on a blanket basis of \$489,600. The cost will be \$616.89 per year.
3. Workman's Compensation Policy - This policy is required by law; the cost will be \$291.70 subject to a yearly payroll audit.
4. Comprehensive Liability Policy - This policy covers all liability of the College with the following limits: \$100,000 per person, \$300,000 per accident, and \$25,000 property damage. The cost will be \$307.71 per year.

'The Committee authorized the following policy to be purchased through the Wilmington Mutual Insurance Agents Association:

Institutional Property Policy - This covers one-half of 90% of estimated value of Buildings and Contents on a blanket basis for \$489,600. The cost will be \$616.37 per year.

'A proposal for Boiler and Machinery Insurance was discussed. The cost of this policy was \$2165.20 for a period of three years. It was decided to postpone until a later date further consideration of this proposal.

'Mr. Charles Bekaert, of Cherry, Bekaert & Holland, was interviewed with reference to our Budget Report. He advised the Committee that \$25,000 of the amount shown as received from New Hanover County on the report for the current year was actually received and spent during the previous fiscal year.

'Mr. Rippy moved to adjourn. Seconded by Mr. Graham. Passed."

Mr. Payne moved that the Board authorize the Comptroller to invest in the most advantageous manner the funds received from the County for special building purposes subject to the advice of the Finance Committee.

Mr. Willis, Comptroller, reported that the Carolina Security Patrol, Inc. has been hired to check the College Buildings twice nightly. The cost will be \$75 per month.

Dr. Hoggard appointed Mr. B. D. Schwartz to the Finance Committee.

Buildings and Grounds Committee:

Mr. Tillery moved that the Buildings and Grounds Committee be instructed to proceed with dispatch to acquire preliminary plans for the new Physical Education Plant. Seconded by Mr. Payne. Passed.

Student Activities Committee:

The Student Activities Committee met on August 11, 1961 and reviewed bids from Mill Contractor and Hyman Supply Company to install a sprinkler system for the College. The Committee voted unanimously to give the contract to the lower bidder, Hyman Supply Company, for a turnkey price of \$3,976.

Mr. Marks moved to accept the proposal from Hyman Supply Company for the sprinkler system. Seconded by Mr. Payne. Passed.

Upon Mr. Payne's suggestion, Mr. Schwartz moved that the operator of the Snack Bar and Cafeteria be offered a three-year lease with no option of renewal. Seconded by Mr. Tillery. Passed.

Public Relations Committee:

Dr. Randall suggested the organization of a program for Public Relations for the academic year.

Dr. Randall reported that President Friday, of the University of North Carolina, has accepted the College's invitation to be the main speaker at the dedication ceremonies. No definite date has yet been decided upon for the dedication.

The Summer Science Institute received publicity in the Star-News Newspaper.

Mr. Fox moved that the College write a letter to each member of the Board of County Commissioners and Mr. T. D. Love expressing appreciation for their continuous support of the College. Seconded by Mr. Schwartz. Passed.

Mr. Marks moved to adjourn at 9:20 p.m. Seconded by Mr. Payne. Passed.

*John J. Hoggard*  
Chairman  
*J. H. Rippy Jr.*  
Secretary

## Minutes

The regular meeting of the Board of Trustees was held Tuesday, September 12, 1961, in the faculty lounge of the Wilmington College Library Building.

Eleven members present: Mr. Frederick Coville; Mr. John H. Fox, Mr. Frederick B. Graham; Dr. C. E. Hartford; Dr. John T. Hoggard; Mr. H. A. Marks; Mr. Harry E. Payne; Mr. J. Fred Rippy, Jr.; Mr. L. Bradford Tillery; Mr. Eugene B. Tomlinson, Jr.; and Mr. Raiford G. Trask. Representing the College were Dr. William M. Randall and Mr. Rex Willis.

Dr. Hoggard, Chairman, called the meeting to order at 7:35 p.m.

The Minutes of August 15, 1961 were approved as read.

President's Report:

Dr. Randall read a letter from Mr. T. Wade Bruton concerning the purchasing of supplies and equipment for the College as set forth in the Community College Act. The matter was referred to Mr. Tillery.

Dr. Randall read a letter from Mr. A. E. Jones in which he stated that the Advisors Council on Engineering of North Carolina State College was planning to visit the College on October 6. Approximately 60 Council Members will arrive at 10:30 a.m.

Dr. Randall read a letter from Mrs. Aaron D. Harris, Treasurer of the American Contract Bridge League, in which was enclosed a \$400 contribution to the Scholarship Fund.

Dr. Randall reported that Miss Louise Lanier, an art student at the College, donated \$100 to be used for the purchase of art materials and supplies for the Art Department.

Dr. Randall stated that he had received a letter from Mr. Emory Grubbs and Miss Dorothy Dixon on behalf of the James Walker Memorial Hospital thanking the College for the use of the Auditorium for the Hospital's graduation exercises.

Dr. Randall reported that Dr. Hoggard has appointed a committee to work on the plans for the Dedication and that November 19, 1961, has been selected as the date for the ceremonies.

Finance:

As the annual audit is incomplete, the budget report ending August 31, 1961 was not presented to the Board.

Mr. Willis, Comptroller, suggested that Mr. Tillery write a letter to the State Attorney General concerning the legal investment of the funds received from the County for special building purposes.

The application fee, collected for the first time this year, was discussed.

Buildings and Grounds:

Dr. Randall read a letter from Boney, Ballard, McKim, and Sawyer, Architects, concerning the size and cost of the proposed Physical Education Plant and Auditorium.

Mr. Graham moved that the Architects be authorized to proceed with plans for the new Building and that it be understood that an attempt would be made to raise the needed \$65,000 in order to pay for the cost of the Building; and that it be further understood that if the money is not raised and the Building is not begun, the Architects will not bill the College for the plans for construction. Seconded by Mr. Fox. Passed.

Mr. Graham suggested that the newspaper be notified of the plans to begin the new Building.

Student Activities:

It was suggested that Mr. Willis write a letter to Mr. Laney advising him that the limit of our authorization for Mr. Collier to purchase equipment that would be subject to our repurchase is in the amount of \$1500 if Mr. Collier's contract should be terminated May 31, 1962.

The Committee reported that the Garden Clubs of Wilmington will pledge \$1000 to be used for landscaping plus contributions of plants and shrubs.

Mr. Fox moved that the problem of the sprinkler system as reported be referred to the Architects. Seconded by Mr. Graham. Passed.

Mr. Fox reported that Mr. Arnold Peterson is ready to begin planting grass as soon as the sprinkler system is completed.

The Committee has decided to plant Live Oaks instead of Willow Oaks.

It was decided that the Highway Department should be contacted regarding highway signs for the College.

Public Relations:

Mr. Marks reported that several of the news media of Wilmington were invited to a meeting of the Committee on August 22, 1961 at which time Dr. Randall presented an outline of the scheduled events for the year.

Dr. Randall reported that the Star News Newspaper is giving the College one page of its Sunday Edition per month.

Dr. Randall reported that an article which he has written entitled, "A Junior High School Institute," will appear in a future issue of the Junior College Journal.

Unfinished Business:

The Board discussed the Wilmington College Foundation and decided to take it up in more detail at a later meeting.

Mr. Graham moved to adjourn at 10:30 p.m. Seconded by Mr. Trask. Passed.

*John T. Hoggatt*  
Chairman  
*J. H. Rippy, Jr.*  
Secretary

## Minutes

The regular meeting of the Board of Trustees was held Tuesday, October 17, 1961, in the Board Room of the Wilmington College Library Building.

Ten members present: Mr. Frederick Coville; Mr. John H. Fox; Mr. Frederick B. Graham; Dr. C. E. Hartford; Dr. John T. Hoggard; Mr. H. A. Marks; Mr. J. Fred Rippy, Jr.; Mr. B. D. Schwartz; Mr. Bradford Tillery; and Mr. Raiford G. Trask. Representing the College were Dr. William M. Randall, Mr. Rex Willis, and Mr. Calvin Doss.

Dr. Hoggard, Chairman, called the meeting to order at 7:35 p.m.

The minutes of September 12, 1961 were approved as read.

President's Report:

Dr. Randall reported that he had received letters from Dean Carson and Dean Lampe of North Carolina State College expressing their appreciation for the tour of the College on October 6, in connection with the meeting of the Advisory Council for State College.

Dr. Randall stated that he had received several letters of acceptance from guests who have been invited to the Dedication on November 19.

Dr. Randall reported on his trip to Charlotte College, to Chapel Hill, Asheville, and Raleigh. Dr. Randall attended meetings of the Commission on Education beyond the High School, and the dedications of the Charlotte and Asheville College Buildings.

Finance Committee:

Minutes of the Finance Committee:

"The meeting of the Finance Committee was called to order in the Board Room by the Chairman, Dr. Hartford, at 5:05 p.m. on October 11, 1961. Present for the Committee were Dr. Hartford, Mr. Graham, and Mr. Schwartz; for the College, Dr. Randall and Mr. Willis; and for the Auditors, Mr. Bekaert.

'Mr. Bekaert explained the audit to the members of the Committee.

'It was noted that the General Fund had an operating deficit of \$2,191.29 for the fiscal year ending August 31, 1961. This deficit is explained by the following non-budgeted or non-recurring expenditures during the year:

Salary of the Comptroller	\$ 4,500.00
Equipment for the new buildings	17,959.77
Defense Loans	800.00

'Mr. Graham has agreed to write to Mr. Charles Holloman, Budget Director, in order to obtain clarification concerning the 1957 and 1959 appropriations for capital improvements. The 1959 appropriation of \$400,000 must be used before April 1, 1962.

To date, the State has matched from this appropriation \$205,166.53, leaving a balance of \$194,833.47. The appropriation of 1957, for \$550,000 has no time limit. The State has used \$426,695.93 of this appropriation for matching purposes, leaving a balance of \$123,304.07.

'It was suggested that Mr. Collier be required, under the terms of his concession lease, to furnish to the Trustees at the end of the fiscal year a certified audit by a certified public accountant as a basis for payment to the College.

'Mr. Schwartz moved and Mr. Graham seconded a motion that the Finance Committee recommends to the Board that the audit be accepted. Passed.

'The meeting adjourned at 6:05 p.m."

Mr. Fox moved to accept the report of the Finance Committee. Seconded by Mr. Schwartz. Passed.

Buildings and Grounds Committee:

Mr. Graham, Chairman, reported that the new pump is due to arrive and that the architects have begun work on the plans for the Physical Education Plant and Auditorium. The proposed cost of the Building is \$330,000.

Mr. Graham also reported that the grass has been planted and the azaleas will be planted under the direction of Mr. Arnold Peterson.

Mr. Doss, Superintendent of Maintenance, reported on the sprinkler system and air conditioner motors.

Mr. Graham stated that contractual and architectural problems must be worked out with the contractors and architects before they can be paid.

Mr. Fox moved that a written report concerning the contractual and architectural problems be prepared and presented to Mr. Graham. Seconded by Mr. Marks. Passed.

Student Activities Committee:

Mr. Schwartz, Chairman, reported that Mr. Jim Hudgens, President of the Student Body, has suggested that the students be given identification cards which will enable them to cash checks with Wilmington merchants. The College will not be held responsible for any bad checks passed, but strong disciplinary action will be taken in such a case.

Mr. Schwartz also reported that the basketball season looks very good with several games already scheduled for 1961-62.

Mr. Crews reported that the baseball field is coming along very well and should be ready for use in the spring.

Minutes of the Scholarship Committee:

"The following members were present: Dr. Hoggard, Mr. Hurst, Mr. McCall, and Mr. Crews.

'Permission was granted for Arthur J. Rivenbark to attend College on a part-time basis and still receive his half-tuition scholarship. The following were approved for half-tuition scholarships in the amount of \$112.50 for the year 1961-62:

Janice Carolyn Peele  
Stacy H. Covil  
James L. Nelson

'In addition, Iris Mildred Pickler was awarded the Ben McDonald Scholarship for the year 1961-62 in the amount of \$125.

'The Committee approved the new form of scholarship acceptance which will be used in the immediate future.

'Mr. McCall moved and Mr. Hurst seconded the motion that it be recommended to the Board of Trustees that all scholarships at Wilmington College be approved and awarded by the Scholarship Committee. This motion was passed."

Mr. Marks moved to accept the recommendation of the Scholarship Committee. Seconded by Mr. Fox. Passed.

Public Relations Committee:

Mr. Marks reported that another effort to organize an Alumni Association will be made by the Distributive Education Department.

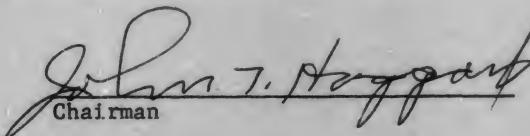
Unfinished Business:

Mr. Graham moved that in view of the importance of the State Bond Issues, the Board of Trustees of Wilmington College should go on record as endorsing the State Bond Issues and give them their full support. Seconded by Mr. Coville. Passed.

It was suggested that copies of this motion be sent to Governor Terry Sanford, Mr. Leo Jenkins and to the press.

After some discussion of the Wilmington College Foundation, Mr. Trask moved that the Board approved the setting up of an educational foundation as recommended by the Finance Committee with two changes: one, that the term of every director be three years instead of five years and that the terms be staggered; and second, that there be added to the By-Laws a provision that in the event that Wilmington College ever becomes disqualified as a recipient of the income of the trust that the directors be authorized to choose some other charitable recipient. Seconded by Mr. Tillery. Passed.

Mr. Marks moved to adjourn at 8:50 p.m. Seconded by Mr. Fox. Passed.

  
John T. Haggard  
Chairman

  
J. H. Rippy, Jr.  
Secretary

## Minutes

The regular meeting of the Board of Trustees was held Tuesday, November 14, 1961, in the Board Room of the Wilmington College Library Building.

Eleven members present: Mr. Frederick Coville; Mr. John H. Fox; Mr. Frederick B. Graham; Dr. C. E. Hartford; Dr. John T. Hoggard; Mr. Harry E. Payne; Mr. J. Fred Rippy, Jr.; Mr. L. Bradford Tillery; Mr. Eugene B. Tomlinson, Jr.; Mr. B. D. Schwartz; and Mr. Raiford G. Trask. Representing the College were Dr. William M. Randall, Mr. J. M. Crews, Mr. Rex Willis, and Mr. Calvin Doss.

Dr. Hoggard, Chairman, called the meeting to order at 7:30 p.m. .

Dr. Hartford moved that the Board dispense with the reading of the minutes. Seconded by Mr. Tillery. Passed.

Mr. Tomlinson moved that the minutes of October 17 be accepted. Seconded by Mr. Schwartz. Passed.

President's Report:

Dr. Randall read a letter from President William C. Friday, the principal speaker at the Dedication, concerning his speech.

Dr. Randall reported that the final plans for the Dedication, November 19, are complete.

Dr. Randall read a letter from Mr. Frederick Graham in which was enclosed a check for \$1,000 as the first gift to the new Wilmington College Foundation.

Dr. Randall read a report prepared by Mr. Doss concerning the air conditioner unit located directly above the Music Room in the Student Services Building. Dr. Randall also read a report prepared by Mr. Doss which outlined a plan by which the Music Room may be rendered useful by moving or further insulating the unit. This matter was referred to the Building Committee.

Dr. Randall told the Trustees that he met with Dr. Archie, of the Board of Higher Education; Mr. Sanders, Secretary of the Governor's Commission on Education Beyond the High School; Mr. Boozer, Assistant Director of the Board of Higher Education; Mr. Gerald James, State Superintendent of Vocational Education; and Dr. William Wagoner, Superintendent of New Hanover County Schools, and discussed plans for cooperation with the Industrial Education Center.

Dr. Randall read a letter he had written to Dr. Archie outlining plans for this cooperation between the College and the Industrial Education Center.

Finance Committee:

Dr. Hartford, Chairman, read a letter from the National Fund Raising Services, Inc. in which they expressed an interest in helping the College raise necessary funds for buildings. The letter was referred to the Finance Committee for further action.

Dr. Hartford presented the budget report ending October 31, 1961.

Mr. Payne brought up the matter of the negotiation with Sealtest concerning the fountain in the Student Services Building. This matter was also referred to the Finance Committee.

Mr. Graham told the Trustees that there is approximately \$75,000 in the Building Fund to be used for the new Gymatorium.

Mr. Fox moved that the report of the Finance Committee be accepted. Seconded by Mr. Tillery. Passed.

Buildings and Grounds Committee:

Mr. Graham, Chairman reported that the landscaping will be complete by Thursday, November 16, 1961.

Mr. Graham moved that the Chairman of the Board of Trustees write a letter to Mrs. P. R. Smith, Mr. P. R. Smith, Jr. and Mr. William Smith thanking them for the shrubs that they have donated to the College. Seconded by Mr. Payne. Passed.

Mr. Graham told the Board that the new pump has arrived and is being tested.

Mr. Schwartz moved that the Board authorize Mr. Graham to consult with Mr. Leslie Boney in reference to the drawing up of plans for the new Gymatorium and that if Mr. Boney is unwilling to draw up these plans on a contingent basis, the Board will dispense with his services and have Ballard and McKim draw up the plans on such a basis. Seconded by Mr. Payne. Passed.

Mr. Graham reported that the cost of the entrance gate has been estimated by Mr. Mincey at \$7843. The estimate by contractors for the same work is approximately \$15,000. Because of a lack of information on this matter, it was referred to a later meeting.

Student Activities Committee:

Mr. Schwartz reported that the baseball field is almost completed and that \$1,250 - \$2,000 is needed for finishing touches.

Mr. Graham moved that the Building Fund be authorized to advance to the Student Activities Committee up to \$2,000 with the understanding that these funds will be repaid when they are matched. Seconded by Mr. Tillery. Passed.

Public Relations Committee:

Dr. Randall reported that articles appeared in the Raleigh News and Observer and the Star News Newspaper. The College production, "Medea," was reviewed in the Star News Newspaper.

Dr. Randall appeared on Ben McDonald's program on W E C T - T V.

Mr. Crews and Dr. Randall will attend a meeting in Chapel Hill, North Carolina on November 20, and Dr. Randall will attend a meeting in Miami, Florida beginning on December 4.

Old Business:

Mr. Tillery presented the final copy of the Articles of Incorporation and By-Laws for the Wilmington College Foundation with the changes as accepted at the last meeting.

Mr. Graham moved to adjourn at 8:50 p.m. Seconded by Dr. Hartford. Passed.

John R. Hoggatt  
Chairman

Merry J  
Secretary

## Minutes

The regular meeting of the Board of Trustees was held Tuesday, December 12, 1961, in the Board Room of the Wilmington College Library Building.

Eight members present: Mr. Frederick Coville; Dr. C. E. Hartford; Dr. John T. Hoggard; Mr. Harry E. Payne; Mr. L. Bradford Tillery; Mr. B. D. Schwartz; Mr. Eugene B. Tomlinson, Jr.; and Mr. Raiford G. Trask. Representing the College were Dr. William M. Randall, Mr. J. M. Crews, and Mr. Calvin Doss. Representing the Architects were Mr. Leslie N. Boney, Sr.; Mr. Leslie N. Boney, Jr.; Mr. Charles Boney, and Mr. Frank Ballard.

Dr. Hoggard, Chairman, called the meeting to order at 7:35 p.m.

Dr. Hartford moved that the Board dispense with a reading of the minutes of November 14 and that they be accepted. Seconded by Mr. Payne. Passed.

President's Report:

Dr. Randall read a letter from Dr. John Messick, Dean of Lyndon Teachers College in Vermont and previously President of East Carolina College.

Dr. Randall read a letter from Dr. William Archie, of the Board of Higher Education, in which he acknowledged the receipt of plans for a four-year institution and commented upon these plans.

Dr. Randall also reported that he has asked Dr. Archie to be the Commencement speaker at the exercises next May. Dr. Archie has given an oral acceptance.

Dr. Randall told the Board that Jack Thompson, of Wrightsville Beach, contacted him concerning the possibility of setting up an Oceanographic Laboratory in this area. Dr. Randall is to set up a date with Mr. Edgar A. Cadwallader for a further discussion of the Laboratory.

Dr. Randall reported on the meeting of the Southern Association of Colleges and Secondary Schools and the Southern Association of Junior Colleges which was held in Miami.

Finance Committee:

Dr. Hartford, Chairman, presented the budget report ending November 30, 1961

Minutes of the Finance Committee:

"The Finance Committee met on November 29, 1961. Present for the Committee: Dr. Hartford, Dr. Hoggard, Mr. Graham, and Mr. Rippy. For the College: Dr. Randall and Mr. Willis.

'Dr. Hartford, Chairman, called the meeting to order at 5:05 p.m.

'After some discussion concerning ways and means of raising funds for capital improvements, to include the sum required to complete the financing of the Physical Education building, and money for the construction of a Fine Arts building to include suitable space for Art, Music, and Dramatics, Mr. Graham moved and Mr. Rippy seconded the following motion: The Finance Committee recommends to the Board of Trustees that the College embark upon a "soft-sell" campaign at this time

in an effort to attract gifts to the Foundation for ultimate use for building purposes. This motion was passed.

'The Committee feels that a vigorous fund-raising campaign employing an outside fund-raising organization is not advisable at this time. By a "soft-sell" campaign, the Committee means the personal contacting of members of the Board with possible donors, a series of articles in the newspaper setting forth the plans and needs of the College, and television and radio publicity to the same end.

'Mr. Graham moved adjournment at 5:40 p.m."

Dr. Hartford moved that upon the recommendation of the Finance Committee the College embark on a "soft-sell" campaign instead of a fund-raising campaign. Seconded by Mr. Schwartz. After some discussion the motion was passed with Mr. Tillery voting in the negative.

Buildings and Grounds Committee:

President Randall read the following report prepared by Mr. F. B. Graham, Chairman of the Committee:

"The Yadkin Brick Company has removed its lien against the college in the amount of approximately \$4,000 in view of the fact that the Yadkin Brick Company and the Anderson Construction Company have reached a satisfactory compromise in this connection. I understand that the Anderson Construction Company paid the Yadkin Brick Company \$1,900 as a compromise in full settlement.

'In accordance with my previous request, Dr. Randall through Mr. Doss has made a thorough and complete inspection of the buildings and a complete list of all exceptions. Accompanied by Mr. Doss and Mr. Frank Ballard, our Architect, all of these exceptions were inspected. Most of the exceptions were of a minor nature and Mr. Ballard said he would follow through with the contractor in order to have proper corrections made.

'In my opinion, there are two major exceptions which should be brought to the attention of the Board. First, the heating and air conditioning system installed in the Student Activities Building operates in such a noisy fashion that it makes the upper floors practically useless while the machine is in operation. I have requested Mr. Ballard to have the engineer make a thorough and complete report as to the ways and means to eliminate this noise. I would like to say at this time that Dr. Randall's criticism of this installation has not been harsh enough. I would also like to point out to the Board that the Student Activities Building is built four feet out of line with the original drawings, it being situated four feet further north than the original plans called for. There is no way to correct this error; however, I do think it would be helpful if the Architect's made a report to the Board explaining this error and also explaining what remedial steps should be taken to correct the defects in the installation of the air conditioning unit in the Student Activities Building.

'It is my understanding that Mr. Rex Willis, business manager or the College, in addition to his other duties, is responsible for the maintenance and up-keep of the buildings and the grounds, including the watering, fertilization and spraying of the plants and lawn."

A report was made by the Architects, Ballard, McKim, and Sawyer, and Leslie N. Boney, on the new Physical Education Plant.

Mr. Trask moved and Mr. Coville seconded a motion to approve the plans submitted by the Architects and authorize them to go ahead with working drawings subject to the approval of the Chairman of the Buildings and Grounds Committee. The motion was carried with Mr. Tillery voting in the negative.

Mr. Tillery moved that the minutes of the Buildings and Grounds Committee be accepted. Seconded by Mr. Schwartz. Passed.

The Board discussed the problem of the air-conditioner unit in the Student Services Building with the Architects. Mr. Payne suggested that a special meeting of the Board with the engineer, Mr. Rottmann, be called as soon as possible.

Mr. Schwartz moved that the Architects be commended on their fine plans for the new Physical Education Plant. Seconded by Mr. Payne. Passed.

Student Activities Committee:

Mr. Schwartz, Chairman, read a letter from the Student Council in which was expressed a desire to promote more school spirit in the Student Services Building and requesting additional ashtrays, trashcans, etc. to help keep the Building clean. The request was granted.

New Business:

Dr. Hoggard, Chairman, established a Grounds Development Committee and appointed the following members:

Mr. Harry E. Payne  
Mr. B. D. Schwartz

Mr. John H. Fox  
Mr. Raiford G. Trask

Mr. Tillery moved to adjourn at 9:40 p.m. Seconded by Mr. Payne. Passed.

John J. Hoggard  
Chairman

J. H. Hoggard  
Secretary

## Minutes

A special meeting of the Board of Trustees was called Wednesday, December 20, 1961, in the Music Room of the Student Services Building.

Seven members present: Mr. Frederick Coville; Dr. John T. Hoggard; Mr. Fred B. Graham; Mr. H. A. Marks; Mr. Harry E. Payne; Mr. B. D. Schwartz; and Mr. L. Bradford Tillery. Representing the College were Dr. William M. Randall, Mr. J. M. Crews, and Mr. Calvin Doss. Representing the Architects was Mr. Frank Ballard, and Mr. Rottmann, the Engineer.

Dr. Hoggard, Chairman, called the meeting to order at 3:00 p.m.

The meeting was called to discuss the excessive noise in the Music Room of the Student Services Building as a result of the heating and air conditioning system. This purpose was stated by Dr. Randall.

Mr. Ballard said that Mr. Sneeden can adjust the system by balancing out the air distributing system so that it will produce less noise. He said Mr. Sneeden must go into the room and do this routine adjustment.

Mr. Payne asked that Mr. Ballard survey the whole design of the contract from the beginning and state why it was changed.

Mr. Rottmann stated that the noise is the fault of the contractor. He said that the plans were not changed and that he was aware that the unit must go into the ceiling area according to the plans he received. He also said that the matter of placing the unit was discussed with him but the decision was a matter by someone else other than himself.

Mr. Rottmann stated that he believed the excessive noise could be eliminated by blowing six-inches of insulation into the entire ceiling area and if this did not work, a wall should be built on the south side of the unit in the ceiling area. He was of the opinion that most of the noise is from the vibration in the ceiling and in the air-blowing system.

Mr. Graham asked the group not to concentrate on the negative side of the matter but to see what the group can do to correct the situation. It was agreed by all that the noise is objectionable.

Mr. Ballard said the cost of the insulation of the ceiling and the building of the wall would not exceed \$500. He also said the cost of moving the unit from the ceiling area and placing it in the rear of the building would be approximately \$4500.

Mr. Graham moved that the Board turn the entire matter over to the Architects and Engineers for all necessary corrections as far as they can possibly make them and without cost to the College. Seconded by Mr. Marks. Passed.

Mr. Rottmann said that they would do all they could to alleviate the situation. He also said that he does not recommend a maintenance contract be issued to a local firm for the heating and air conditioning system, but would recommend the York Company for such a contract. He was of the opinion that maintenance for the first five years will be routine inspection and adjustment. He said that he will contact the area representative from the York Company from Atlanta,

Georgia and discuss with him the same problem of maintenance and solicit his assistance in correcting the objections to the operation of the present system.

Mr. Graham affirmed the motion of a previous meeting to the effect that the Board would authorize the Architects to begin working drawings of the new Physical Education Plant pending his approval as Chairman of the Buildings and Grounds Committee. He said that he could not give approval until more investigation is done on the financial arrangements and that he will not authorize the Architects to proceed until he feels the time is right. Firm approval from the members of the Board present were given to his statement.

Mr. Graham moved to adjourn at 4:15 p.m. Mr. Payne seconded the motion.  
Passed.

John T. Haggard  
Chairman

J. H. Kelly Jr.  
Secretary

MINUTES  
BOARD OF TRUSTEES  
WILMINGTON COLLEGE

1962

The regular meeting of the Board of Trustees was held on Thursday, January 18, 1962, in the Board Room of the Wilmington College Library Building.

Nine members present: Mr. Frederick Coville; Mr. John H. Fox; Dr. C. E. Hartford; Dr. John T. Hoggard; Mr. H. A. Marks; Mr. Harry E. Payne; Mr. J. Fred Rippy; Mr. B. D. Schwartz; and Mr. Raiford G. Trask. Representing the College were Mr. J. M. Crews; Dr. William M. Randall; Mr. William J. Brooks; and Mr. Rex Willis.

Dr. Hoggard, Chairman, called the meeting to order at 7:40 p.m.

Mr. Coville moved that the Board dispense with the reading of the minutes of December 20 and that they be approved. Seconded by Mr. Payne. Passed.

**President's Report:**

Dr. Randall read a letter from Mrs. P. R. Smith concerning the shrubs which she donated to the College. Mrs. Smith listed the cost of the shrubs at \$2062.

**Finance Committee:**

Dr. Hartford, Chairman, presented the budget report ending December 31, 1961.

**Buildings and Grounds Committee:**

Dr. Randall gave the Committee's report in Mr. Graham's absence. Dr. Randall read a copy of a letter to Mr. Allie Moore written by Mr. Frank Ballard, the Architect, concerning one of the pumps which is not operating at its maximum capacity.

**Executive Committee:**

**Minutes of the Executive Committee Meeting:**

"The Executive Committee meeting was held on Tuesday, January 16, 1962, at the College.

'Present for the Trustees: Dr. Hoggard, Mr. Trask; and Mr. Payne. Representing the College were Dr. William M. Randall and Mr. J. M. Crews.

'Mr. Payne read a letter from Mr. J. Frank Collier, Lessee of the Cafeteria and Snack Bar, in which he stated that some settlement was due him for the loss he suffered during the first two months of operation at the College. The Chairman turned this matter over to the Student Activities Committee for further study and asked that it be fully handled by that Committee.

'Dr. Randall estimated that the College needs \$50,000 added income during the 1962-63 year to carry out a desired program. He said that the Southern Association regulations require one additional instructor for each twenty new students.

'Dr. Randall said that we need instructors in the following departments: Biology, Chemistry, English, Modern Languages, and Social Sciences. He also said that we must hire a Librarian with a B. S. in L. S. degree.

'Mr. Trask moved that the Committee recommend to the Board of Trustees that Dr. Hoggard go to the Board of County Commissioners next March and ask for a vote of a permissive additional 5¢ tax levy as the first step in the establishment of a four-year college and the continuation of further growth of the Community College."

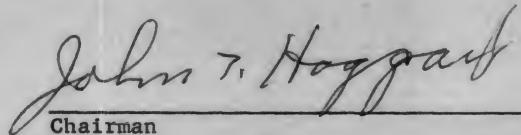
Mr. Trask moved to accept the minutes of the Executive Committee. Seconded by Mr. Fox. Passed.

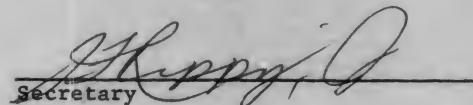
Student Activities Committee:

Mr. Schwartz reported on plans for the new Physical Education Plant and Auditorium. The previous plans which had a seating capacity of 900 have been reworked to include space for an additional 1100 spectators. Mr. Brooks explained that this additional seating space was made possible by adding a balcony on either side which will provide two teaching stations when the seats are not in use. The cost of the Plant according to the new plans was estimated by the Architects to be approximately \$375,000. This is an estimated additional expenditure of \$50,000 over the previous \$325,000.

Dr. Hartford moved that the Board ask the Architects to go ahead and complete the plans and specifications for the new Physical Education Plant and Auditorium and ask for bids on these plans subject to the approval of the Building Committee. Seconded by Mr. Schwartz. After some discussion, the motion was passed.

Mr. Schwartz moved adjournment at 8:55 p.m. Seconded by Mr. Rippy. Passed.

  
John T. Hoggard  
Chairman

  
Thelma J.  
Secretary

## Minutes

A special meeting of the Board of Trustees was called Monday, January 29, 1962, in the Board Room of the Wilmington College Library Building.

Ten members present: Mr. Frederick Coville; Mr. John H. Fox; Mr. Frederick B. Graham; Dr. C. E. Hartford; Dr. John T. Hoggard; Mr. H. A. Marks; Mr. J. Fred Rippy, Jr.; Mr. B. D. Schwartz; Mr. L. Bradford Tillery; and Mr. Raiford G. Trask. Representing the College were: Dr. William M. Randall; Mr. J. M. Crews; and Mr. A. R. Willis. Also present were Mr. Robert Calder and Mr. Addison Hewlett.

Dr. Hoggard, Chairman, called the meeting to order at 5:15 p.m.

The minutes of January 18 were approved as read.

Mr. Marks moved that the matter of matching funds for the shrubs which the city has donated to landscaping be referred to the Finance Committee. Seconded by Dr. Hartford. Passed.

Mr. Tillery stated the purpose of the meeting by giving a brief report on his trip to Raleigh, where he was accompanied by Mr. Graham, Mr. Hewlett, and Mr. Calder. Mr. Tillery reported that Major McLendon, Chairman of the Board of Higher Education, was very much in favor of Charlotte College becoming a four-year, state-supported college and Wilmington and Asheville Colleges remaining community colleges.

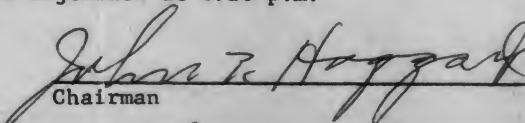
Mr. Calder, as a State Legislator, and Mr. Hewlett, as a member of the subcommittee of the Governor's Commission on Education beyond the High School, reported that in view of the fact that there will be an estimated 32,499 more students enrolled in colleges throughout the State by 1967, the Commission is faced with the recognition of the fact that something must be done to provide adequate space for these students.

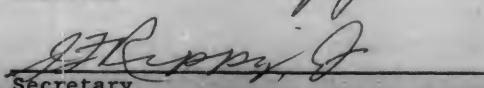
Mr. Hewlett stated that the Commission would like to see Asheville, Charlotte, and Wilmington Colleges become part of the Greater University of North Carolina. Mr. Hewlett also stated that with one-fourth of the State's population located in the Charlotte area, there is a definite need for a four-year college there; and with a population of 300,000 in Southeastern North Carolina without a college other than Wilmington College, there is also a need for such an expansion in this section of the State.

Messrs. Hewlett and Calder felt that this plan whereby Wilmington College would become a part of the Greater University of North Carolina, subject to an operation similar to that of North Carolina State College in Raleigh and Woman's College in Greensboro and supported solely in its entire operation by the State, would enable the College to become a four-year institution in a relatively short period of time.

After some further questions and discussion, Mr. Tillery made the following motion: That the Board go on record as favoring the inclusion of Wilmington College into the Greater University of North Carolina as a part thereof. Seconded by Dr. Hartford. The motion was carried unanimously.

Mr. Tillery moved that the meeting be adjourned at 6:20 p.m.

  
John T. Hoggard  
Chairman

  
J. F. Rippy, Jr.  
Secretary

The regular meeting of the Board of Trustees was held on Tuesday, February 20, 1962, in the Board Room of the Wilmington College Library Building.

Seven members present: Mr. Frederick Coville; Mr. John H. Fox; Mr. Frederick B. Graham; Mr. Harry E. Payne; Mr. B. D. Schwartz; Mr. L. Bradford Tillery; and Mr. Raiford G. Trask. Representing the College: Dr. William M. Randall; Mr. J. M. Crews; and Mr. Rex Willis.

Mr. Tillery, Vice-Chairman, called the meeting to order at 7:35 p.m.

Mr. Coville moved that the minutes of January 29, 1962, be approved with the following corrections: (1) The sixth paragraph which reads,

Mr. Tillery stated the purpose of the meeting by giving a brief report on his trip to Raleigh, where he was accompanied by Mr. Graham, Mr. Hewlett, and Mr. Calder. Mr. Tillery reported that Major McClendon, Chairman of the Board of Higher Education, was very much in favor of Charlotte College becoming a four-year, state-supported college and Wilmington and Asheville Colleges remaining community colleges.

should read,

Mr. Tillery stated the purpose of the meeting by giving a brief report on his trip to Raleigh, where he was accompanied by Mr. Graham, Mr. Hewlett, and Mr. Calder. Mr. Tillery reported that Major McClendon, Chairman of the Board of Higher Education, was very much in favor of there being a four-year college in Charlotte, and Wilmington and Asheville Colleges remaining community colleges.

(2) The eighth paragraph which reads,

Mr. Hewlett stated that the Commission would like to see Asheville, Charlotte, and Wilmington Colleges become part of the Greater University of North Carolina. Mr. Hewlett also stated that with one-fourth of the State's population located in the Charlotte area, there is a definite need for a four-year college there; and with a population of 300,000 in Southeastern North Carolina without a college other than Wilmington College, there is also a need for such an expansion in this section of the State.

should read,

Mr. Hewlett stated that a number of members of the Community College Subcommittee would like to see Asheville, Charlotte, and Wilmington Colleges become part of the Greater University of North Carolina. Mr. Hewlett also stated that with one-fourth of the State's population located in the Charlotte area, there is a definite need for a four-year college there; and with a population of 300,000 in Southeastern North Carolina without a college other than Wilmington College, there is also a need for such an expansion in this section of the State.

Seconded by Mr. Trask. Passed.

**President's Report:**

Dr. Randall reported on a breakdown of the unit in the Student Services Building.

Dr. Randall told the Trustees that the Azalea Festival Committee has asked if the College would like to invite some guests to the Festival in the College's name. The idea was well-received by the Trustees, and they referred the matter of whom to invite to Dr. Randall.

Dr. Randall read a letter from Dr. Lumb, of James Walker Memorial Hospital, concerning the possibility of the College offering a course in Medical Technology. The College already has such a course; however, the College does not offer a degree in Medical Technology.

Mr. Payne moved that the College offer an additional academic year in the Medical Technology Program as requested by Dr. Lumb in his letter of January 30 to meet the new requirements of Medical Technology registration. Seconded by Mr. Graham. Passed.

Dr. Randall told the Trustees that he is trying to find a Librarian who will meet the Southern Association requirements.

Dr. Randall reported on his trip to Raleigh on February 14 to meet with the staff of the Board of Higher Education.

**Finance Committee:**

Dr. Randall gave the Committee's report in Dr. Hartford's absence.

**Minutes of the Finance Committee:**

A meeting of the Finance Committee was called to order Friday, February 2, 1962, at 5 p.m. by the Chairman, Dr. Hartford. Mr. Frederick B. Graham, Mr. Raiford G. Trask and Mr. John H. Fox of the Committee and Dr. William M. Randall, Mr. Rex Willis and Mr. J. M. Crews of the College were present.

The financial status of the College for this fiscal year was reviewed. The actual operation for the first five months and the projected income and expenses were in line at this time.

It was moved by Mr. Graham and seconded by Mr. Trask that bills presented by the City of Wilmington for work done on the campus not be submitted to the State for matching funds at this time. The bills are to be held until it is determined the amount that will be needed to match State funds covering the \$4 per quarter hour teaching compensation. Motion passed.

It was moved by Mr. Graham and seconded by Mr. Fox that the matter of the Physical Education Building be left to the Building and Grounds Committee. Motion passed.

It was moved by Mr. Trask and seconded by Mr. Fox that Dr. Randall be authorized to proceed to prepare the budget for next year on a basis of 750 students. Motion passed.

It was moved by Mr. Graham and seconded by Mr. Trask that no expenditure for architectural fees for the Physical Education Building plans be made until after the May election on the proposed tax increase to cover operational cost of the College. Motion passed.

Mr. Payne moved that the Board accept the minutes of the Finance Committee. Seconded by Mr. Fox. Passed.

Buildings and Grounds Committee:

Mr. Graham, Chairman, gave the following report.

Minutes of the Buildings and Grounds Committee:

The Buildings and Grounds Committee met on Monday, January 29, 1962, in the Board Room of the Wilmington College Library Building.

Present for the Committee were: Mr. Frederick Coville; Mr. John H. Foc; Mr. Frederick B. Graham; Dr. C. E. Hartford; Dr. John T. Hoggard; Mr. H. A. Marks; Mr. J. Fred Rippy, Jr.; Mr. B. D. Schwartz; Mr. L. Bradford Tillery; and Mr. Raiford G. Trask. Representing the College were: Dr. William M. Randall; Mr. J. M. Crews; and Mr. A. R. Willis.

Mr. Graham, Chairman, called the meeting to order at 6:20 p.m.

Mr. Schwartz reported that the preliminary plans for the new Physical Education Plant have been finalized by the Architects and that they have notified him that they have gone as far as they can on the plans without charging a fee.

Mr. Graham asked the Committee to consider two things before authorizing the Architects to draw up plans for the new Plant: (1) Whether or not the College can go ahead with the plans on its own (2) The possibility of Wilmington College becoming a part of the Greater University of North Carolina (reference to the Minutes of January 29, 1962) in which case buildings would be financed by the State.

Mr. Tillery moved to adjourn at 6:45 p.m. Seconded by Dr. Hartford. Passed.

Mr. Schwartz moved that the Minutes of the Buildngs and Grounds Committee be accepted. Seconded by Mr. Trask. Passed.

Mr. Graham stated that he would like to have it entered into the record that he and Mr. Tillery were in Raleigh at the time of the regular meeting on January 18, 1962, on College business.

Mr. Graham reported that Mr. Fox's name is incorrectly inscribed on the plaque in the lobby of Hoggard Hall. Mr. Graham also stated that the water

in the #2 well is said to be muddy at times, and the water supply in the #1 well is inadequate. Mr. Graham said that the College would not accept any of these until the pump man and the Architects correct the defects.

Student Activities Committee:

Mr. Schwartz, Chairman, reported that there are 14½ acres cleared on the Athletic Field, and the fieldhouse is nearing completion.

Mr. Schwartz moved that the field be named Brooks Field in honor of Coach William J. Brooks who has contributed so much time and energy toward its construction. Seconded by Mr. Trask. The motion was passed unanimously.

Dr. Randall reported that the College has won the Conference Basketball Championship and has been invited to play Wingate College, who is the Champion of the West. The winner of this game will travel to Kansas for the National Championship. The Trustees approved such a trip in the event that the team defeats Wingate College.

Dr. Randall stated that a new Conference ruling does not allow preparatory students to participate in Conference games. Mr. Payne moved that the College no longer offer non-college credit courses to students not regularly enrolled as college students. Seconded by Mr. Schwartz. Passed.

The question of a new cutting score for next year was referred to the Executive Committee.

Mr. Payne reported on pillage and discipline in the Student Services Building. He suggested that the College use the Student Activities Committee, the Student Council, and Dean Crews to handle this problem, the latter being used as far as he feels it is wise in view of his position as Academic Dean.

Grounds Development Committee:

The following recommendations were made at a meeting of the Grounds Development Committee Friday, January 19, 1962.

1. Thin out trees on front campus so that the buildings would be visible from the highway and plant azaleas among the trees in beds. This to be done under the supervision of Mr. Peterson of the Parks and Recreation Department, and Mr. Dixon, the City Arborist, using County labor and equipment. To continue similar clearing and planting around the perimeter of the presently occupied part of the campus as labor and plants are available.
2. That the sprinkler system be expanded to include the watering of the plants on the front campus, at a cost of \$485.42.
3. Proceed with the selecting and planting of the permanent grass when the season is right.
4. Have Mr. Doss lay out a road behind Hoggard Hall to go by the utility building and to the field house that is now under construction. Plant azaleas along road.

5. Block off present road behind Hoggard Hall. Place barriers to prevent parking behind the Student Services Building and other prohibited areas.
6. Check area around present water pumps and beautify. Investigate angle of pipe around water pump with Mr. Ballard.
7. Request a reconsideration of access roads to be worked out along with plans for the Physical Education Building. Two points that may be considered were entrances from Wallace or Rose Avenue. Mr. Doss will work out and submit plans for these roads.
8. Have Mr. Doss submit plans for additional parking areas.
9. Clean up and beautify area around the utility building.

Mr. Graham moved to accept the minutes of the Grounds Development Committee. Seconded by Mr. Trask. Passed.

Mr. Trask moved adjournment at 9:20 p.m. Seconded by Mr. Graham. Passed.

John J. Hoggard  
Chairman

J. H. Rippy, Jr.  
Secretary

The regular meeting of the Board of Trustees was held on Tuesday, March 20, 1962, in the Board Room of the Wilmington College Library Building.

Eleven members present: Mr. Frederick Coville; Mr. John H. Fox; Mr. Frederick B. Graham; Dr. C. E. Hartford; Dr. John T. Hoggard; Mr. H. A. Marks; Mr. Harry E. Payne; Mr. B. D. Schwartz; Mr. J. Fred Rippy, Jr.; Mr. L. Bradford Tillery; and Mr. Raiford G. Trask. Representing the College were: Dr. William M. Randall; Mr. J. M. Crews; Mr. A. R. Willis; and Mr. Calvin Doss.

Dr. Hoggard, Chairman, called the meeting to order at 7:30 p.m.

Mr. Tillery moved that the Board dispense with a reading of the minutes of February 20, 1962, and that they be approved. Seconded by Mr. Schwartz. Passed.

President's Report:

Dr. Randall read a letter from Kiwanis International expressing their appreciation for the support of the College for the Circle-K Club.

Dr. Randall reported that he had received letters from the Board of Higher Education and staff and the Chancellors of the State Colleges in regard to invitations issued by Wilmington College to attend the fifteenth Annual Azalea Festival. Dr. Randall stated that the invitations seemed to have made a fine impression on the leaders in education whom were asked.

Dr. Randall told the Trustees that the Governor's Commission has appointed a sub-subcommittee to consider sites for new community colleges and criteria for the development of four-year colleges from existing community colleges. This subcommittee met for organization on March 8. Minutes of this meeting have been furnished to members of the Board.

Dr. Randall reported that the next meeting will be on March 27 at Charlotte College, at which he is to present a brief report concerning: (1) the status of the College; (2) the plans for the future; (3) whether the College looks forward to becoming a four-year college.

Dr. Randall will be accompanied to this meeting by Messrs. Tillery and Graham.

Mr. Tillery gave a brief report to bring the Trustees up to date on the work done so far of the Committee For a Four-Year College.

Mr. Fox gave a preliminary outline of the plans his Committee has made to bring the vote for the 5¢ permissive tax levy to the attention of the citizens of New Hanover County. The plans include using such media as the Star-News Newspaper, WECT-TV, the various radio stations, and civic clubs across the County. The Trustees were asked to volunteer as speakers at the civic clubs. The P.T.A.'s of high schools located in the County as well as student organizations and the students themselves will be used to contact the public for the election on May 26.

Mr. Schwartz suggested that Dr. Randall give the Trustees a statement of facts concerning the College so that the Trustees will not contradict each other when answering questions asked by the public.

The Trustees approved the preliminary plans as presented by Mr. Fox.

Executive Committee:

Minutes of the Executive Committee:

Minutes of the meeting of the Executive Committee of the Board of Trustees Tuesday, March 20, 1962.

Members Present: Bradford Tillery; Fred Rippy; Frederick Graham; Harry Payne; and representing the College: Dr. Randall and J. M. Crews.

A motion was made by Mr. Payne to recommend the adoption of the Admissions Policy submitted by Dr. Randall. Motion was seconded by Mr. Rippy and passed. Mr. Graham asked Mr. Tillery to study the Admissions Policy.

ADMISSIONS POLICY

"The following information is required of all students entering Wilmington College:

- (1) Application
- (2) High School Record
- (3) Scholastic Aptitude Test Scores

'No official admission will be given until the above information is on file in the Registrar's Office.

'A student must have a minimum total score of 650 on the Scholastic Aptitude Test or a minimum score of 300 on each of the verbal and mathematics tests. These requirements also apply to those students who audit courses and receive no college credit.

'Students who lack one or two credits graduating from high school and who have maintained approximately an A average may be considered by the Admissions Committee for matriculation at Wilmington College while they are completing their high school requirements at New Hanover High School."

Mr. Payne moved that Mr. Jack Dermid be approved as a replacement for Mr. Zebrowski in the Biology Department subject to the final approval of the budget. Motion was seconded by Mr. Graham and passed.

Motion made by Mr. Graham and seconded by Mr. Payne to approve the appointment of Mrs. Elizabeth Freeman as librarian subject to the approval of the final budget.

After some discussion regarding the budget for hiring the two faculty members mentioned, Mr. Schwartz moved to accept the Minutes of the Executive Committee. Mr. Marks seconded the motion. Passed.

Finance Committee:

Dr. Hartford, Chairman, presented the budget report ending February 28, 1962.

Buildings and Grounds Committee:

Mr. Graham, Chairman, reported that Mr. Ballard has written a letter to the York Company in which he stated that they had not completed their duties as set forth under their contract.

Student Activities:

Mr. Schwartz, Chairman, reported that the Committee met with the Student Council of the College, and the students are taking steps to improve conditions in the Student Services Building.

Mr. Schwartz told the Board that the Basketball Team is in Hutchinson, Kansas, for the National Junior College Basketball Championship Tournament.

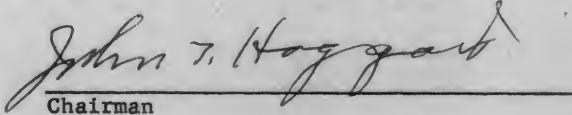
Grounds Development Committee:

Mr. Payne, Chairman, reported on the work done around the present campus. He said that the grass is being planted, the dead shrubs have been replaced, a circular drive has been laid out around the ballfield, and work is being done on an access road from the highway to an additional parking area.

Mr. Graham moved that the Comptroller be authorized to spend in a judicious manner out of the operating funds of the College enough money to maintain the present upper campus and to spend such sums as necessary to maintain the ball diamond in good condition. Seconded by Mr. Schwartz. Passed.

Mr. Crews gave a brief summary of enrollment figures this year as compared with the enrollment figures of last year. He stated that there has been a 78% increase over last year.

Mr. Marks moved adjournment at 9:15 p.m.

  
\_\_\_\_\_  
Chairman

  
\_\_\_\_\_  
Secretary

## Minutes

The regular meeting of the Board of Trustees was held on Tuesday, April 10, 1962, in the Board Room of the Wilmington College Library Building.

Nine members present: Mr. Frederick Coville; Mr. John H. Fox; Mr. Frederick B. Graham; Dr. John T. Hoggard; Mr. H. A. Marks; Mr. Harry E. Payne; Mr. E. D. Schwartz; Mr. L. Bradford Tillery; and Mr. Raiford G. Trask. Representing the College were: Dr. William M. Randall; Mr. J. M. Crews; and Mr. A. R. Willis. Representing the Star News Newspaper was Mrs. Theresa Thomas.

Dr. Hoggard, Chairman, called the meeting to order at 7:35 p.m.

Mr. Tillery moved that the Board dispense with a reading of the minutes of March 20, 1962, and that they be approved. Seconded by Mr. Schwartz. Passed.

President's Report:

Dr. Randall, Mr. Graham, and Mr. Tillery reported on the meeting of the Governor's Commission which was held in Charlotte on March 26 and 27. Dr. Randall stated that he had received a letter from Dr. Archie concerning this meeting. Mr. Graham told the Trustees that Wilmington and Charlotte Colleges have a good chance of being recommended for four-year colleges.

Mr. Graham quoted Dr. Randall as saying to Dr. Archie at the meeting: "If Charlotte needs a four-year college so badly, why don't they have more students?" Mr. Graham quoted Dr. Archie's reply: "The answer to that question is that Charlotte has too many four-year colleges in the neighborhood.

Dr. Randall reported that he will attend a meeting of the sub-subcommittee of the Governor's Commission on April 13 in Chapel Hill to try to determine criteria for placement of future community colleges in the State.

Dr. Randall reported that Mr. Glazier, Executive Secretary of the American Association of Junior Colleges, made a speech in which he pleaded for higher education aspects rather than adult education, etc.

Dr. Randall told the Trustees that he wrote a letter to the Riegel Community Foundation in which he thanked them for their \$500 donation.

Finance Committee:

Mr. Graham, in Dr. Hartford's absence, presented the budget report ending March 31, 1962.

Mr. Graham presented the proposed budget for the fiscal year 1962-63 with the Committee Chairman's recommendation that it be approved by the Board.

A 7% increase in salaries for the faculty was noted which will bring the salaries paid by the College up to the median level of salaries paid by other colleges in Southeastern North Carolina. Mr. Graham reported that unless the College receives the additional 5¢ tax levy next year, there will be a \$26,900 deficit in the budget.

WILMINGTON COLLEGE  
Budget Proposal 1962-63

<u>Title</u>	<u>1961-62</u>	<u>1962-63</u>
Salaries - Adm.	52 940.00	51 840.00
Salaries - Inst.	165 870.00	200 750.00
Salaries - Extra Inst.	1 000.00	2 000.00
Summer School	16 000.00	16 000.00
Lab. Ass'ts	1 000.00	1 000.00
Williston	14 000.00	14 000.00
Janitorial	8 930.00	9 880.00
Adult Education	1 000.00	1 000.00
Retirement - Adm.	3 400.00	3 468.00
Retirement - Inst.	13 600.00	16 448.00
Group Insurance	1 000.00	1 000.00
Library - Subs.	500.00	500.00
Supplies - Inst.	3 000.00	3 500.00
Catalogues, etc.	1 500.00	1 500.00
Advertising	300.00	300.00
Photography	150.00	150.00
Memberships & Dues	500.00	500.00
Office Supplies	2 000.00	2 500.00
Post., Tel., & Tel.	3 350.00	3 350.00
Teas & Receptions	100.00	100.00
Commencement	1 000.00	1 000.00
Travel - Adm.	1 000.00	1 500.00
Travel - Teaching	500.00	500.00
Motor Vehicle Op.	300.00	300.00
Insurance & Bonding	3 500.00	3 500.00
Audit	1 000.00	1 200.00
Light, Power, Water	12 500.00	16 000.00
Maint. & Rep - Equip.	750.00	950.00
Maint. & Rep - Buildings	250.00	250.00
Janitor Supplies	500.00	800.00
Rental Brogden Hall	800.00	500.00
Scholarships	10 000.00	12 700.00
Sch'ps in lieu Salary	7 000.00	7 800.00
Library Books	1 000.00	2 000.00
Equipment	2 000.00	2 000.00
N. D. Loans	500.00	500.00
Pub. Rels.	300.00	500.00
<b>Total</b>	<b>333 040.00</b>	<b>381 786.00</b>

Estimated Income

Tuition & Fees	153 640.00	176 140.00
County Tax	83 000.00	87 500.00
State Grant	96 400.00	87 500.00
Available from State		26 900.00
Other Income		3 746.00
<b>Total Est. Income</b>	<b>333 040.00</b>	<b>381 786.00</b>

Mr. Graham moved that the budget be approved. Seconded by Mr. Fox. After some discussion, the motion was passed.

Buildings and Grounds Committee:

Mr. Graham, Chairman, commended Mr. Payne and his Committee on getting the new roads opened around the campus.

Mr. Graham moved that the Board pass a resolution expressing their thanks to Dr. C. E. Hartford and Mr. Jim Lattey, of Riegel Paper Company, for the fine contribution they have made to the College in getting the new roads completed and that a letter be directed to the above mentioned men and all personnel who did work on the project. Seconded by Mr. Payne. Passed.

Mr. Graham asked Mr. Willis to attend to all the contracts made by the College with architects, contractors, engineers etc. which have not been carried out and see that they are completed.

Mr. Payne moved that the Board, in accordance with the written opinion of Mr. Addison Hewlett, Attorney, present in the College's Expense Account to the Budget Officer in Raleigh \$13,581.87 in the form of Architect's fees earned by Mr. Leslie N. Boney to be matched by the State and that it be accompanied by a covering letter written by Mr. Boney in which he stated that the money was earned by his Company and donated to the College. Seconded by Mr. Schwartz. The motion was carried with Mr. Tillery voting in the negative.

Student Activities Committee:

Mr. Schwartz, Chairman, reported that the baseball team is using Brooks Field for their games. Mr. Schwartz told the Trustees that the road around the ballfield should be paved.

Mr. Schwartz reported that the baseball, golf, and tennis teams are playing at Chowan College.

Grounds Development Committee:

Mr. Payne, Chairman, gave a report on the new roads and moved that the State be requested to pave the road from highway 132 down to and including the new parking lot and have the road running parallel with that parking lot and the present parking lot and circling the athletic fields back to the parking lots. Seconded by Mr. Graham. Passed.

Mr. Payne moved that the City of Wilmington be thanked for the bleachers they have loaned to the College. Seconded by Mr. Schwartz. Passed.

Mr. Marks moved that under no condition will an access road be made available without an approval of the Board. Seconded by Mr. Payne. Passed.

Unfinished Business:

Mr. Fox described his Committee's Ten-Program Plan to bring the 5¢ tax levy to the attention of the citizens of New Hanover County.

Mr. Coville moved to adjourn at 8:50 p.m.

John N. Haggard  
Chairman

J. Rippy, Jr.  
Secretary

## Minutes

The regular meeting of the Board of Trustees was held on Tuesday, May 15, 1962, in the Board Room of the Wilmington College Library Building.

Seven members present: Mr. John H. Fox; Mr. Frederick B. Graham; Dr. C. E. Hartford; Dr. John T. Hoggard; Mr. H. A. Marks; Mr. Harry E. Payne; and Mr. B. D. Schwartz. Representing the College were: Dr. William M. Randall; Mr. J. M. Crews; and Mr. A. R. Willis.

Dr. Hoggard, Chairman, called the meeting to order at 7:35 p.m.

Mr. Graham moved that the Board dispense with a reading of the minutes of April 10, 1962, and that they be approved with the following correction in the sixth paragraph which reads:

Mr. Graham quoted Dr. Archie's reply: "The answer to that question is that Charlotte has too many four-year colleges in the neighborhood."

should read:

Mr. Graham quoted Dr. Archie's reply: "The answer to that question is that Charlotte has many four-year colleges in the neighborhood."

President's Report:

Dr. Randall read a letter from the Carolina Dramatic Association thanking Mr. Douglas Swink and Miss Martha Parker for the presentation of "The Prince of Parthia" at their 40th Anniversary Celebration in Chapel Hill. For this production the Association presented a special award which is now on display in Hoggard Hall.

Dr. Randall read a letter from the Wilmington Lodge of Loyal Order of Moose in which they stated that a resolution had been passed urging the total membership of the Lodge to vote and actively support the bond issue on May 26. A letter of appreciation has been sent.

Dr. Randall told the Trustees that the Baccalaureate service will be held on Sunday, May 27, 1962, at 5:00 p.m. and that the Commencement exercises will be held on Monday, May 28, 1962, at 10:00 a.m. The Board has received invitations to attend the exercises in which 122 students will receive their diplomas.

Dr. Randall reported on the two meetings of the sub-committee of the Governor's Commission held in Chapel Hill on April 26 and May 11. As of the last meeting, Dr. Randall said that the chances were favorable that the sub-committee would recommend to the Commission that Wilmington College should become a four-year college by the fall of 1963. Dr. Randall stated that the request made by Charlotte College to become a State engineering school was met unfavorably by the Committee. He told the Board that the sub-committee will try to meet one more time. Upon request made by the Commission, a survey of the juniors and seniors in Pender, Brunswick and New Hanover Counties' high schools, and Wilmington College students was made to determine how many of these students would attend a four-year college in this area.

The survey revealed that a four-year college was needed in this area.

Building and Grounds Committee:

Mr. Graham told the Board that the building program of the College was completed with the exception of the water pump and well.

Mr. Graham reported that the State had turned down our request to match the Architect's fees earned by Mr. Leslie N. Boney and donated to the College. Mr. Graham suggested that Mr. Addison Hewlett go to Raleigh and lay this matter before the proper officers and obtain a legal opinion.

Mr. Marks moved that the matter be dropped gracefully and asked that Mr. Hewlett not pursue the matter further. Mr. Fox seconded the motion; and after some discussion, Mr. Marks withdrew the motion in order that Mr. Hewlett be allowed to fully explore the matter and obtain a legal opinion.

Student Activities Committee:

Mr. Schwartz reported that on April 25, 1962, Messrs. Crews, Payne, Fox, and Schwartz met with the Student Council to discuss the plans for supporting the tax levy. The students made the following resolution:

- 1) To talk to everyone outside the school about the matter
- 2) Call all registered voters
- 3) Have an open house at the College
- 4) Provide transportation to the polls
- 5) Inform students of the importance of the additional tax by having assemblies on May 2 and 3, 1962
- 6) Set up information booths on campus
- 7) Have programs on radio and television
- 8) Students at polls on election day
- 9) Make posters and signs for automobiles and businesses down town

Mr. Schwartz moved that a letter be written to the students commending them for their work on the tax levy issue. Seconded by Mr. Payne. Passed.

Grounds Development Committee:

Mr. Payne announced that he had received an invitation to a luncheon by the Garden Club May 29, 1962, to speak on Wilmington College and to receive a check for the College.

Mr. Graham reminded the Board that they should be more careful in accepting gifts from donors. Mr. Graham made the motion that no gifts be received in kind from a single donor in excess of \$1,000 without approval of the Board of Trustees. Seconded by Mr. Payne. Passed.

Finance Committee:

Dr. Hartford presented the budget report ending April 30, 1962.

Mr. Willis suggested that the Board get the County's permission for the College to use \$5,000 of the \$50,000 that they have contributed toward the construction of a physical education building for operational purposes, and

that the money could be replaced from the General Fund at the end of the fiscal year.

Unfinished Business:

Mr. Fox reported that the outline of the Ten-Program Plan to bring the 5¢ tax levy to the attention of New Hanover County's citizens was on schedule.

Mr. Payne congratulated Mr. Fox on the Open House at the College and commended Kenneth Hansley for his contribution in making the Open House a success. Mr. Graham suggested that the Open House be made an annual event.

Mr. Schwartz moved to adjourn at 9:05 p.m.

Jahn T. Haggard  
Chairman

Therry J  
Secretary

## Minutes

The regular meeting of the Board of Trustees was held on Tuesday, June 19, 1962, in the Board Room of the Wilmington College Library Building.

Nine members present: Mr. Frederick Coville; Mr. John H. Fox; Mr. Frederick B. Graham; Dr. John T. Hoggard; Mr. Harry E. Payne; Mr. J. Fred Rippy; Mr. B. D. Schwartz; Mr. Eugene B. Tomlinson, Jr; and Mr. Raiford G. Trask. Representing the College were: Dr. William M. Randall; Mr. J. M. Crews; and Mr. A. R. Willis.

Dr. Hoggard, Chairman, called the meeting to order at 7:35 p.m.

Mr. Rippy moved that the Board dispense with a reading of the minutes of the meeting of May 15, 1962, and that they be approved. Seconded by Mr. Fox. Passed.

President's Report:

Dr. Randall read a letter from the president of Life Underwriters thanking the College for the use of a room for their insurance class.

Dr. Randall read a letter from the National Junior College Athletic Association commanding the College baseball team for their fine showing at the National Tournament in Grand Junction, Colorado.

Mr. Fox moved that Dr. Randall be authorized to submit to the Property Control Division a statement of need for Capital Improvement for a Fine Arts Building in the amount of \$500,000. Seconded by Mr. Payne. Passed.

Mr. Trask made the motion that the College pay Mr. William J. Brooks \$300 as an honorarium for his time and labor in working on the athletic field and field house. Seconded by Mr. Payne. Passed.

Mr. Schwartz moved that Mrs. Julia E. Everette be approved by the Board as a teacher in the English department based on the recommendations of the administration. Seconded by Mr. Fox. Passed.

Mr. Schwartz made the motion that the editor, staff, and advisor of the Fledgling be commended for the fine work done on the College annual this year. The motion was seconded by Mr. Rippy. Passed.

Finance Committee:

Mr. Rippy made a report of the \$10,000 supplementary budget. The following budget was presented to the Board for their consideration:

Janitorial	\$1800
Office Supplies	500
Maintenance and Repair-Buildings	1000
Janitor Supplies	200
Scholarships in lieu of salaries	1000
Library Books	2000
Equipment	2500
National Defense Loans	500

Mr. Doss - salary increase	\$ 300
Mr. Willis - salary increase	200

Mr. Fox made the motion that the Board accept the recommended budget of the Finance Committee with the exception that Mr. Willis's raise be increased to \$300. Seconded by Mr. Payne. Passed.

Mr. Rippy presented the budget report ending May 31, 1962.

Building and Grounds Committee:

Mr. Graham reported that the Student Activities Committee had met with the purpose of going over the plans for a Physical Education Building.

Mr. Schwartz made the motion that the Student Activities Committee recommend to the Board of Trustees that the architects be instructed to proceed with working plans for the interior of a Physical Education Building and that the financing of the building be referred to the Finance Committee for arrangement. The motion was seconded by Mr. Rippy. Passed.

It was emphasized that only the interior plans were to be covered by this contract; exterior plans will await further development and approval by the Board.

Grounds Development Committee:

Mr. Payne reported that Mr. Doss has worked out a schedule of grounds work through next May.

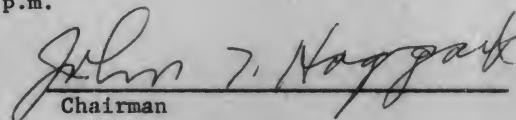
Mr. Fox moved that the Board approve the appointment of an additional janitor immediately. The motion was seconded by Mr. Payne. Passed.

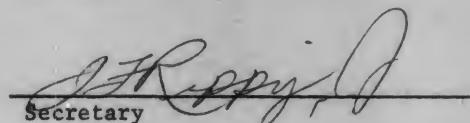
New Business:

Mr. Trask made the motion that the Board contract the services of Mr. Addison Hewlett, Jr. as counsel of the College without pay, and that the College reimburse him for all expenses incurred on behalf of the College. Seconded by Mr. Coville. Passed.

Mr. Schwartz announced that the College now owned a new Oldsmobile station wagon. He reported that the old station wagon had been sold to the Coastal Motor Company at a price of \$1,100. The Board expressed their thanks to Mr. Rippy for offering \$100 more for the car than any other dealer.

Mr. Schwartz moved to adjourn at 8:55 p.m.

  
John J. Haggard  
Chairman

  
J. Rippy  
Secretary

## Minutes

The regular meeting of the Board of Trustees was held on Tuesday, July 24, 1962, in the Board Room of the Wilmington College Library Building.

Nine members present: Mr. Frederick Coville; Mr. John H. Fox; Mr. Frederick B. Graham; Dr. C. E. Hartford; Dr. John T. Hoggard; Mr. H. A. Marks; Mr. Harry E. Payne; Mr. B. D. Schwartz; and Mr. Eugen B. Tomlinson, Jr. Representing the College were: Dr. William M. Randall; Mr. J. M. Crews; and Mr. A. R. Willis.

Dr. Hoggard, Chairman, called the meeting to order at 7:35 p.m.

Mr. Schwartz moved that the minutes of the meeting of June 19, 1962, be approved with the following corrections: (1) The seventh paragraph which reads,

Mr. Fox moved that Dr. Randall be authorized to submit to the Property Control Division a statement of need for Capital Improvement for a Fine Arts Building in the amount of \$500,000. Seconded by Mr. Payne. Passed.

should read,

Mr. Fox moved that Dr. Randall be authorized to submit to the Property Control Division a statement of need for Capital Improvement for a Liberal Arts Building in the amount of \$500,000. Seconded by Mr. Payne. Passed.

(2) The fifteenth paragraph which reads,

Mr. Schwartz made the motion that the Student Activities Committee recommend to the Board of Trustees that the architects be instructed to proceed with working plans for the interior of a Physical Education Building and that the financing of the building be referred to the Finance Committee for arrangement. The motion was seconded by Mr. Rippy. Passed.

should read,

Mr. Schwartz reported that the Student Activities Committee had met with the architects and recommend that the Board of Trustees proceed immediately with plans for the construction of a Physical Education Building. Mr. Schwartz moved that the architects be instructed to proceed with the working plans for the interior of a Physical Education Building and that the arrangements for the financing be referred to the Finance Committee. The motion was seconded by Mr. Rippy. Passed.

Mr. Schwartz moved that the present officers of the Board of Trustees be re-elected for the coming fiscal year. Seconded by Mr. Coville. Passed.

**President's Report:**

Mr. Fox made the motion that the College accept with thanks the poles offered by Mr. R. T. Crouch of the North Carolina Pulp and Paper Company for the lighting of the athletic field. The motion was seconded by Mr. Graham. Passed.

Dr. Randall read a letter from the Business and Professional Men's Club of Wilmington in regard to the Williston Unit of the College. After some discussion, Mr. Graham moved that the letter be taken under consideration by the Board. Seconded by Mr. Payne. Passed.

Dr. Randall reported that the College had 162 students enrolled for the second session of Summer School and that there are 93 students enrolled in the Summer Science Institute.

Dr. Randall stated that the Advisory Budget Commission is due at the College at 11:00 a.m. on August 3, 1962. A luncheon for the Commission will be given at 12:30 p.m. at the Cape Fear Country Club.

Dr. Randall read a letter from Mr. Walker Martin in which Mr. Martin expressed an interest in donating some amount of money for the construction of a Physical Education Building.

Dr. Randall reported on the meeting of the College Presidents held in Chapel Hill. He told the Board that this organization was against having any College President on the Board of Higher Education.

Dr. Hartford made the motion that the money for the payroll be put in a separate account each month, starting with \$1,000 in excess in this account, and that Mr. Willis be authorized by the Board to sign the payroll checks in the place of Mr. Rippy. The motion was seconded by Mr. Schwartz. Passed.

Dr. Hartford moved that the President's Report be accepted by the Board. Seconded by Mr. Fox. Passed.

**Finance Committee:**

Dr. Hartford presented the budget report ending June 30, 1962. After some discussion, Mr. Schwartz moved that the budget report be accepted. Seconded by Mr. Marks. Passed.

**Building and Grounds Committee:**

Mr. Graham commended Mr. Payne for the work done in cleaning out the flower beds around the College.

Mr. Schwartz made the motion that Boney, Ballard, and McKim be paid for their work in correcting the error in the Student Activities Building in the amount of approximately \$750. The motion was seconded by Mr. Marks. Passed.

Mr. Graham reported that he and Mr. Addison Hewlett, Jr. have been discussing with Mr. Leslie N. Boney the \$13,000 which Mr. Boney plans to donate to the College.

Grounds Development Committee:

Mr. Payne reported that the grounds development work is in routine and that Mr. Doss is doing a very good job with this work.

Mr. Fox moved to adjourn at 8:45 p.m.

John T. Haggard  
Chairman

J. Hippis, Jr.  
Secretary

## Minutes

The regular meeting of the Board of Trustees was held on Tuesday, August 21, 1962, in the Board Room of the Wilmington College Library Building.

Ten members present: Mr. Frederick Coville; Mr. John H. Fox; Mr. Frederick B. Graham; Dr. C. E. Hartford; Dr. John T. Hoggard; Mr. H. A. Marks; Mr. Harry E. Payne; Mr. B. D. Schwartz; Mr. L. Bradford Tillery; and Mr. Raiford G. Trask. Representing the College were: Dr. William M. Randall; and Mr. A. R. Willis. Also present at the meeting was Mr. Addison Hewlett, Jr., Attorney.

Dr. Hoggard, Chairman, called the meeting to order at 7:35 p.m.

Mr. Tillery moved that the Board dispense with a reading of the minutes of the meeting of July 24, 1962, and that they be approved. Seconded by Mr. Schwartz. Passed.

President's Report:

Dr. Randall reported that he had submitted to the Property Control Division a statement of need for Capital Improvement for a Liberal Arts Building in the amount of \$500,000 and has received approval from the Property Control Division for such a need.

Dr. Randall read a letter from Mr. Thomas J. Wright of the Advisory Budget Commission thanking the Board for the reception and luncheon the Commission received on their visit to Wilmington College August 3, 1962.

Dr. Randall read a letter from the State Department of Administration in which they said that the College has \$255,082.18 left in the appropriated funds on the matching fund basis. The letter stated that the College had used \$694,718.94 of this fund.

Dr. Randall read a letter from Mr. Robert Kallman, president of the Garver Manufacturing Company, in which he reported that the company plans to give two scholarships of \$250 each to the Scholarship Committee, one for 1962-63, and one for 1963-64.

Dr. Randall read a letter from Mr. Hugh Branch of the Committee of 100 in which he stated that the possibility that the College could become a campus of the University of North Carolina was the most significant step in the growth of the College.

Mr. Graham moved that the President's Report be accepted by the Board. Seconded by Mr. Payne. Passed.

Finance Committee:

Dr. Hartford presented the budget report ending July 31, 1962. He reported to the Board that the College should finish the fiscal year within one per cent of the set budget. Mr. Graham commended Mr. Willis for the fine job done on setting up the budget for the year. Mr. Tillery moved that the budget report be accepted. Seconded by Mr. Schwartz. Passed.

Builing and Grounds Committee:

Mr. Graham reported that he had talked with Mr. Leslie N. Boney about the exterior plans for the Physical Education Building. Mr. Boney said the plans would be ready within ten days for the approval of the Board. Mr. Graham told the Board that Mr. Frank Ballard has sent a letter to Mr. Allie Moore stating that the pump would have to be fixed within ten days or the contract would be voided.

Mr. Marks moved that the Board inform the Bonding Company of Mr. Moore's failure to fulfill his contract. The motion was seconded by Mr. Payne. Passed.

Student Activities Committee:

Mr. Schwartz reported that Mr. Brooks is working on the basketball schedule for this coming year.

Dr. Randall told the Board that the North Carolina Pulp and Paper Company will not furnish the poles for the lighting of the athletic field.

Grounds Development Committee:

Mr. Payne reported that the work is on a routine basis until fall.

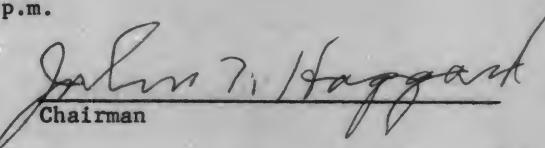
Unfinished Business:

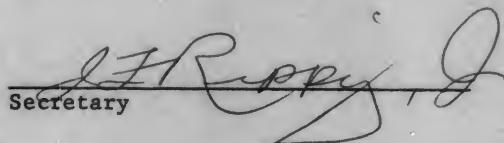
Mr. Graham expressed thanks to Mr. Addison Hewlett for his work in trying to get approval for the College to become a four year institution.

Dr. Randall briefed the Board on the visit from the special committee of the Board of Trustees of the University of North Carolina. Mr. Hewlett told the Board that the three aspects of the College which this committee will inspect are as follows:

- (1) They will inspect the plant.
- (2) They will want to know what we are doing.
- (3) They will want to know why this College should become another campus of the University.

Mr. Tillery moved to adjourn at 8:50 p.m.

  
John T. Haggard  
Chairman

  
L.H. Roppey  
Secretary

## Minutes

The regular meeting of the Board of Trustees was held on Tuesday, September 18, 1962, in the Board Room of the Wilmington College Library Building.

Eight members present: Mr. Frederick Coville; Mr. Frederick B. Graham; Dr. John T. Hoggard; Mr. H. A. Marks; Mr. Harry E. Payne; Mr. J. Fred Rippy, Jr.; Mr. B. D. Schwartz; and Mr. Eugene B. Tomlinson, Jr. Representing the College were: Dr. William M. Randall; Mr. J. M. Crews; Mr. A. R. Willis; and Mr. Calvin Doss. Representing the Architects were: Mr. Charles Boney; Mr. Frank Ballard; Mr. Robert Sawyer; and Mr. Robert Dawson.

Dr. Hoggard, Chairman, called the meeting to order at 8:00 p.m.

Mr. Schwartz moved that the Board dispense with a reading of the minutes of August 21, 1962, and that they be accepted. Seconded by Mr. Tomlinson. Passed.

President's Report:

Dr. Randall reported that the College has received a check from the American Contract Bridge Club in the amount of \$400 to be used for scholarships.

At Dr. William Friday's request, Dr. Randall sent Dr. Friday a copy of his report, "Blueprint For A College"; and in his letter of reply, Dr. Friday stated that this was an excellent report and asked that Dr. Randall send a copy to Mr. Thomas Pearsall, of the Governor's Commission.

Dr. Randall reported on the meeting of the Board of Higher Education in Raleigh on Friday, September 14. He stated that the Board discussed the possibility of changing the retirement plan for teachers in universities. This revised plan would be more liberal and would also be transferrable outside the State.

Mr. Tomlinson made the motion that the administration be authorized to choose the insurance company it deems most advantageous, both money wise and coverage wise, for the student health and accident insurance. The motion was seconded by Mr. Schwartz. Passed.

Mr. Willis reported on the meeting of the Advisory Budget Commission which he attended in Raleigh.

Student Activities Committee:

Mr. Schwartz reported that the Student Activities Committee had met with Mr. Brooks to go over the plans for the new Physical Education Plant. At that meeting the Committee drew up proposals for a long-range program for needs for physical education, which are as follows:

- 1) Parking area beside field house.
- 2) Fence for ball field. (4' fence)
- 3) Grade area adjacent to base ball field.

- 4) Parking lot for base ball area.
- 5) Clear, grade, and build track.
- 6) Minimum of three tennis courts.
- 7) Lights for base ball park.
- 8) Permanent drainage for fields.
- 9) Seating for base ball.
- 10) Clear, grade, and seed for driving range.
- 11) One green.
- 12) Archery back stop.

Mr. Schwartz told the Board that the lights for the base ball park should be the first project.

Mr. Schwartz moved that the Architects be authorized to make an outline plan of the above recommendations and specifically to make definite plans for the lighting of the base ball field and this to be incorporated as nearly as possible with the bids to be received on the construction of the Physical Education Building. Seconded by Mr. Marks. Passed.

After the Architects presented the drawings of the new Physical Education Plant to the Board, Mr. Marks moved that the Board approve the exterior designs and directed the Architects to proceed to develop the plans, with the changes in interior design recommended by the Board. Seconded by Mr. Payne. Passed.

Mr. Schwartz reported that the Student Activities Committee had met with Mr. Frank Allen, newly appointed dean of students; Mr. Gerald Rosselot, faculty advisor for the Fledgling; and Mr. Thomas Lupton, faculty advisor for the Seahawk to discuss plans for the present school year.

Finance Committee:

Dr. Randall reported that the budget for the fiscal year ending August 31, 1962, was about 2 per cent over the set budget. He explained to the Board that this deficit was partly due to the College's having to pay North Carolina Sales Tax.

Grounds Development Committee:

Mr. Payne reported that Mrs. James Boseman has offered the College plants to be planted around the field house. He told the Board the Committee's plans to beautify the area around the tool house. Mr. Payne reported that the College will purchase a new tractor for use in keeping the yards.

New Business:

Mr. Coville reported that Mr. Murphy, State representative from Pender County, suggested that the Board invite the legislators to visit the College and give them the same reception given the special committee of the Board of Trustees of the University of North Carolina.

Mr. Marks moved to adjourn at 9:15 p.m.

John J. Haggard  
Chairman  
J. Haggard  
Secretary

The regular meeting of the Board of Trustees was held on Tuesday, October 23, 1962, in the Board Room of the Wilmington College Library Building.

Nine members present: Mr. Frederick Coville; Mr. John H. Fox; Dr. C. E. Hartford; Dr. John T. Hoggard; Mr. H. A. Marks; Mr. J. Fred Rippy, Jr.; Mr. B. D. Schwartz; Mr. L. Bradford Tillery; and Mr. Eugene B. Tomlinson, Jr. Representing the College were: Dr. William M. Randall; Mr. J. M. Crews; and Mr. A. R. Willis.

Dr. Hoggard, Chairman, called the meeting to order at 7:30 p.m.

Mr. Schwartz moved that the Board dispense with a reading of the minutes of September 18, 1962, and that they be accepted. Seconded by Mr. Coville. Passed.

President's Report:

Mr. Tillery moved that the Board request the Board of County Commissioners to have the ditch around the Athletic Field cleaned out according to Mr. William J. Brooks' specifications. The motion was seconded by Dr. Hartford. Passed.

Finance Committee:

Dr. Hartford reported on the budget report ending September 30, 1962.

Dr. Hartford presented the following recommendations from the State Auditor:

"It came to our attention that students who are on a work-aid program receive credit for \$75.00 per school quarter. In return they are assigned various part time duties to perform in various offices of the college. Time schedules of actual hours worked are not kept. We recommend that time sheets for each student be kept by the regular staff employee under whose supervision the student is placed. The supervisor should periodically forward such reports to the Dean's office who has the responsibility of the work-aid program. After approval by the supervisor and the Dean's office the \$75.00 credit may be given to the student's account. We are interested in seeing that the students have done satisfactory work for the numbers of hours of work assigned and that a record of such time worked is kept available for our examination each year."

The Board directed that a time card for each student worker be kept by the supervisor.

"The salary of the Bookstore Manager is charged to the General Fund of the College. It is our understanding that this individual has no duties other than the operation of the Bookstore; therefore, we recommend that her salary be paid by the Student Activities Fund and charged to the Bookstore."

This recommendation was approved by the Board.

"The petty cash fund of the College is being used for salary advances, casual labor, and other payments to individuals for which no supporting data is available. We recommend that the Cashier request the signature of each individual to whom money is given, for use as a receipt. Wherever possible, invoices and other supporting data should be attached."

Mr. Willis assured the Board that this recommendation would be carried out.

"Concerning the payment of Travel Expense Vouchers, we recommend the following:

- (1) Hotel bills should be attached to voucher whenever applicable.
- (2) Mileage should be paid on an actual basis and not estimated.
- (3) Expense statements should be submitted on a standard type of report rather than on memo sheets as is presently the case (an example of such a report is attached which could be adapted to college use.)
- (4) These reports should be approved by the department head or other appropriate official.

We noted that there are no daily limits for travel expense. We suggest that as an administrative policy, it might be wise to establish a daily limit. A copy of the regulations in effect for state employees is attached as a possible guide-line. "

The Board directed that travel vouchers should be turned in and signed by the department head. However, the Board did not feel that a daily limit for travel expense was necessary at the present time.

"We recommend that Mr. Willis establish a form of control over gate receipts at athletic events. The entire operation is under the direction of an individual who has tickets printed, collects gate receipts, pays all expenses and submits a report together with net receipts to Mr. Willis. A suggested type of control would be for Mr. Willis to have the tickets printed and thus establish accountability for such tickets. A ticket seller and ticket taker could be students on the work-aid program."

Because the entire operation is under the direction of an individual who is on the payroll of the College, the Board decided not to adopt this recommendation, except to require the Comptroller to make an independent check on the number of tickets sold.

"The payroll registers of the college have not been approved by a responsible official. We recommend that they be approved by the Comptroller, Mr. Willis."

The Board directed Mr. Willis to approve and sign all payroll registers.

"The check signer for General Fund checks is Mr. Rippy, Treasurer of the Board. Although we do not criticize this policy we do suggest that the Board re-examine its intent for such a policy. Now that the College has hired a comptroller it would be much more convenient for the comptroller to replace Mr. Rippy as the check signer."

Mr. Marks moved that the Comptroller be authorized to sign all checks. The motion was seconded by Mr. Tillery. Passed.

"The Bursar of the College has the functions and duties of both a cashier and bookkeeper. With no separation of duties involving the handling of the cash and its recording on the financial records, a vital element of internal control is lost. Although we realize that Wilmington College is relatively small we feel that it would be wise for certain duties to be re-delegated to an individual other than the Bursar; notably among these we would suggest that a person reportable directly to the comptroller should handle the cash receipts and prepare the deposits and reconcile the bank statement. A daily cash report could be prepared and given to the Bursar from which the necessary entries could be recorded on the general ledger."

The Board approved the hiring of a full-time cashier to carry out these recommendations.

"We recommend that the hiring of an outside C.P.A. firm be discontinued since hereafter we will perform a detailed audit each year and furnish a report to the Board of Trustees. No charge will be made for our services."

Mr. Schwartz moved that the Board discontinue the services of an outside C.P.A. firm. Seconded by Mr. Marks. Passed.

Mr. Tillery moved that the Board accept the report of the Finance Committee. The motion was seconded by Mr. Coville. Passed.

Student Activities Committee:

Mr. Schwartz reported that the Attorney General stated that money cannot be borrowed by the Trustees for the College building program and be matched by the State. The Board directed that the Architects proceed with plans. However, there must be a ruling from the Legislature before bids can be opened for construction.

Mr. Schwartz stated that Mr. Brooks is getting up figures for the lighting of the Athletic Field and has concluded that the field can be lighted for approximately \$7000.

Mr. Tillery moved to adjourn at 8:36 p.m.

John J. Haggard  
Chairman  
J. Rippy, Jr.  
Secretary

## Minutes

The regular meeting of the Board of Trustees was held on Tuesday, November 13, 1962, in the Board Room of the Wilmington College Library Building.

Nine members present: Mr. Frederick Coville; Mr. John H. Fox; Mr. Frederick B. Graham; Dr. C. E. Hartford; Dr. John T. Hoggard; Mr. H. A. Marks; Mr. Harry E. Payne; Mr. B. D. Schwartz; and Mr. L. Bradford Tillery. Representing the College were: Dr. William M. Randall; Mr. J. M. Crews; and Mr. A. R. Willis.

Dr. Hoggard, Chairman, called the meeting to order at 7:35 p.m.

Mr. Tillery moved that the Board dispense with a reading of the minutes of October 23, 1962, in view of the fact that a copy had been mailed to each member of the Board. Seconded by Mr. Coville. Passed.

President's Report:

Dr. Randall reported that a new pump has been installed and is at present not in working order. He reported that water from both wells has been analyzed and the reports indicate that the water should not be harmful to the pipes in the near future.

Dr. Randall told the Board that he had received an invitation from the President of Methodist College in Fayetteville to attend its annual Founders Day on November 15 where Governor Sanford will speak on "North Carolina and Higher Education". In this speech the Governor will make known his recommendations concerning the report of the "Commission on Education Beyond the High School".

Dr. Randall presented plans for additional fringe benefits needed to induce a faculty for a four-year college. In addition to salary increase the College should offer life insurance to the faculty, opportunities to do research while employed by the College, and a group hospitalization plan. After reviewing four different hospitalization group policies the administration and a portion of the faculty agreed on a policy offered by the Hospital Saving Association of Chapel Hill.

Mr. Marks moved that, upon the recommendation of administration and faculty, the College pay \$4 per month for each person covered under the hospitalization insurance policy. Seconded by Mr. Payne. After some discussion the motion was unanimously passed.

Mr. Tillery moved that a committee be formed and empowered to act to invite as many legislators as possible to the College at any time; expenses for the guests being paid by the College. The motion was seconded by Mr. Payne. Passed.

Dr. Hoggard appointed the following committee to carry out the above motion: Mr. Tillery, Mr. Graham, Mr. Fox, Dr. Hartford, and Dr. Hoggard.

Finance Committee:

Dr. Hartford presented the budget report ending October 31, 1962.

Mr. Willis assured Mr. Graham and the Board that the \$60,000 set up in the budget for the Plant Fund will be available this year to be transferred from the General Fund to the Plant Fund.

Mr. Schwartz moved that the report of the Finance Committee be accepted by the Board. Seconded by Mr. Marks. Passed.

Building Committee:

Mr. Graham suggested that the Board wait until the legislature meets to see what the status of the College is before doing anything about securing money for the Physical Education Plant. He told the Board that he will write a letter to Mr. Leslie N. Boney asking that he hold bids for the construction of the Physical Education Plant until the financing of the building is certain. Mr. Graham reported that the working drawings for the building are complete and have been sent to Raleigh.

Mr. Tillery moved to adjourn at 8:50 p.m. Seconded by Mr. Marks. Passed.

John J. Haggard  
Chairman

W. Rippy, Jr.  
Secretary

MINUTES  
BOARD OF TRUSTEES  
WILMINGTON COLLEGE

1963

# By-Laws

The following outline will cover the items ordinarily used in preparing Corporate By-Laws:

**Article I.** Name of corporation; and its principal and other officers.

**Article II.** Capital Stock: Amount; number of shares and value per share; signature of certificates. Definition of Treasury Stock; method of transferring stock; procedure in case of lost certificates.

**Article III.** Stockholders' Meetings: Time of the annual meeting; method of calling meetings; officer to preside; method of voting; definition of a quorum; power of stockholders to remove directors and officers.

**Article IV.** Directors: Number of directors; compensation; term of office; regular and special meetings; definition of quorum; powers of directors to elect officers of the corporation and fix their salaries. Duty to submit an annual statement to the stockholders.

**Article V.** Officers: What officers there shall be (usually President, Vice-President, Secretary and Treasurer); and the duties of each one. The President presides over stockholders' and directors' meetings; signs all contracts, stock certificates and checks; has general supervision of the corporation and its officers. The Vice-President acts in the absence of the President. The Secretary issues all notices of directors' and stockholders' meetings, and keeps the minutes; has charge of the corporate seal; attests all stock certificates and written contracts of the corporation.

The Treasurer has custody of all money and securities; signs all checks and keeps all books of account.

**Article VI.** Funds and Dividends: The funds are deposited as the directors designate. Dividends are declared only from profits and by resolution of the board of directors.

**Article VII.** Amendments: These may be made by a vote of stockholders, representing a majority of the shares at any annual stockholders' meeting; or at any special stockholders' meeting when notice of the changes has been given in the notice of the meeting.

## Minutes

The report of minutes of meetings, together with a suggested order of business for meetings, may be made as follows:

Minutes of a meeting of the of  
held at on the day of A.D. 19 at o'clock  
M., pursuant to

1. Called to order by the President.
2. Determination of a quorum.
3. Reading of minutes of previous meeting, and their approval.
4. Reports of Officers.
5. Reports of Committees.
6. Discussion of Communications.
7. Discussion of Unfinished Business.
8. Discussion of New Business.
9. Adjournment.

By-laws of the Board of Trustees of Wilmington College

Section 1-1. Membership, Election and Term.

The Board of Trustees of Wilmington College shall, as prescribed in Sec. 4(A) of the Community College Act, consist of twelve members, appointed as follows:

Two members by the City Council of the City of Wilmington, N. C., two members by the Board of Commissioners of New Hanover County, N. C., four members by the Board of Education of New Hanover County, N. C., and four members by the Governor of North Carolina.

Trustees appointed by the City Council of the City of Wilmington, shall be residents of the City. Those appointed by the Board of Education of New Hanover County or by the Board of County Commissioners shall be residents of the County. Those appointed by the Governor shall be residents of New Hanover County or of a county contiguous thereto.

With the exception of the first Board of Trustees, appointed pursuant to N.C.G.S. 116-Art. 3, the Trustees are appointed for terms of six years. All terms of all trustees shall commence on July 1. The authority appointing a particular member shall, in the event that a vacancy occurs through the loss of such member as a trustees, appoint a member to fill the vacancy for the unexpired term.

Section 1-2. Power to Vote.

All members of the Board, as described in Section 1-1 above, shall have the power to vote on all questions coming before the Board for consideration. No member shall have the privilege of voting by proxy.

Section 2-1. Officers of the Board of Trustees. Duties.

(a) Chairman.

The Trustees shall elect annually from among their members a

Chairman who shall preside at all meetings of the Board at which he shall be present. The Chairman so elected shall serve as an ex officio member of all committees of the Board.

(b) Vice-Chairman.

The Trustees shall elect annually from among their members a Vice-Chairman who shall preside at all meetings of the Board during the absence of the Chairman.

In the absence of the Chairman and of the Vice-Chairman, the Board may appoint someone from their number to preside in the interim.

(c) Secretary.

The Trustees shall elect annually a Secretary, provided that the person so elected may, but need not be, a Trustee.

(d) Treasurer.

The Trustees shall elect annually a Treasurer, provided that the person so elected may, but need not be, a Trustee.

One person may be elected to serve both as Secretary and as Treasurer.

The officers so elected shall serve for one year or until their successors in office shall be duly elected.

Section 3-1. Minutes of Board Meetings.

The Secretary shall be responsible for the keeping of minutes of all the meetings of the Board; shall file, index and preserve all minutes, papers and documents pertaining to the business and proceedings of the Board; shall be custodian of Wilmington College Seal and all the records of the Board, and shall attest the execution by the Chairman of all Wilmington College legal documents and instruments.

The Secretary shall notify the members of the Board of all meetings in accordance with provisions of Section 7-1 of these by-laws. Within 10 days after each meeting of the Board, the Secretary shall transcribe the minutes of the meeting and mail a copy to each member of the Board.

Section 4-1. Agenda for Board Meetings.

A copy of an agenda for all regular meetings of the Board and, insofar as practicable, copies of all reports to be presented to said meeting, shall be mailed to each member of the Board by the Secretary at least five days before such meeting. This provision shall not be construed to prohibit the presentation at such meeting of business not on the agenda.

Section 5-1. Meetings of the Board. Jurisdiction.

(a) Regular Meetings.

There shall be one regular meeting of the Board each calendar month. Such regular meeting shall be held at such time and place as the Chairman shall designate.

Regular meetings shall be called by the Secretary at the request of the Chairman or at the request of any three members of the Board. Any matter of business relating to Wilmington College may be considered at any regular meeting of the Board.

(b) Special Meetings.

The Chairman ~~may~~ call special meetings, and the Secretary, at the written request of not less than 5 members of the Board shall call special meetings of the Board designating the place and time of meeting and stating in the call the purpose of the meeting.

Only matters of business stated in the call relating to Wilmington College may be considered at a special meeting of the Board.

No special meeting shall have power to revoke or alter any order, resolution or vote of a regular meeting unless it be stated in the call that such is the purpose of the meeting.

Section 6-1. Quorum.

At any regular or special meeting of the Board any number of Trustees, not less than 7, shall constitute a quorum and shall be competent to exercise full power and authority for the accomplishment of the business of Wilmington College.

A majority of the voting members of any Committee of the Board shall constitute a quorum of the committee.

Section 7-1. Notice of Meetings.

(a) Board of Trustees.

Upon request of the Chairman, the Secretary shall mail to each member of the Board a notice of time and place of meetings as follows:

- (1) Regular meetings - a notice of not less than five days.
- (2) Special meetings - a notice of not less than five days, except that in emergency situations notice of one day in the discretion of the Chairman may be given to each member by telephone.

(b) Executive Committee.

Upon request of the Committee Chairman, the Secretary shall mail to each member of the Executive Committee a notice of the time and place of the meetings as follows:

(1) A notice of three days except in emergency situations, in the discretion of the Committee Chairman, a notice of one day by telephone may be given.

Section 8-1. Order of Business.

The order of business for all meetings of the Board shall be as follows:

(a) Correction and approval of all minutes of regular and special meetings not already approved by the Board at the preceding regular meeting.

(b) Reports and recommendations of:

(1) The President, who may call upon members of his staff for reports.

(c) Reports of Standing Committees.

(d) Reports of Special Committees.

(e) Unfinished Business.

(f) New Business.

Section 9-1. Rules of Order.

Except as changed by specific rules and regulations enacted by the Board, "Roberts Rules of Order" as amended, shall constitute the rules of parliamentary procedure applicable to all meetings of the Board and to all meetings of its several committees.

Section 10-1. Powers of the Board of Trustees.

(a) The Board shall exercise the corporate powers prescribed by law and necessary to enable it to acquire, hold and transfer property, make contracts, sue and be sued, and to exercise such other rights and privileges as may be necessary for the management and administration of the College, and for carrying out the provisions and purposes of N.C.G.S. 116-Art.3.

- (b) The Trustees shall have the power to employ a President, Dean, or other chief administrative officer of the College upon such terms and conditions as the trustees shall fix and determine.
- (c) The Trustees shall have the power to employ, or to delegate to the chief administrative officer the authority to employ subject to the approval of the Trustees, all other officers, teachers, instructors, and employees as may be necessary for the operation of the College and to prescribe their titles and duties.
- (d) To prescribe the curricula which shall be offered, and the certificates or degrees which shall be awarded upon satisfactory completion of any given course of study.
- (e) To do all things necessary or proper to comply with any condition which may be prescribed by the State of North Carolina or the United States of America in order to be eligible to receive monies or other assistance appropriated or designated for the benefit of Wilmington College.
- (f) To fix tuition, fees and other charges for students attending or applying for attendance at the College.
- (g) To prescribe and require the use of entrance examinations.
- (h) To provide for an adequate system of accounting for all funds and property received, held, managed, expended or used by the College, and to require persons directly responsible for the handling of such funds to be adequately bonded.
- (i) To purchase any land, easement or right of way which the Trustees determine to be necessary for the proper operation of the College and, if the Trustees of the College are unable to agree with the owners thereof for the purchase of such land, right of way or easement, to condemn same in the same manner and under the same procedure as is provided in Chapter 40 (Eminent

Domain), Article 2 (Condemnation Proceedings), of the General Statutes of North Carolina. The determination of the Trustees of the College of the land necessary for such purpose shall be conclusive.

(j) To receive and accept private donations for such purposes and upon such terms as the donor may prescribe and which are consistent with N.C.G.S. 116, Article 3.

(k) To utilize, pursuant to agreement with any local administrative school unit, any service, property or facilities of any such unit, and, in their discretion, to employ personnel jointly with any such unit on a co-operative, cost sharing basis.

(l) To perform such other acts and do such other things as may be necessary or proper for the exercise of the foregoing specific powers, including the adoption and enforcement of all reasonable rules, regulations and by-laws for the government and operation of the College under this act and for the discipline of students.

#### Section 11-1. Standing Committees of the Board of Trustees.

The titles, membership, terms of office and duties of the standing committees of the Board of Trustees shall be as set out in this section. Elections to fill unexpired terms on any committee may be held at any regular meeting of the Board provided proper notice has been given in accordance with Section 7-1.

##### (a) The Executive Committee.

The Executive Committee shall consist of five members who shall be members of the Board and who shall be elected by the Board for a term of one year beginning on the July 1st following their election. The election of the Executive Committee shall take place at the July meeting of the Board every year.

The Committee shall elect its own Chairman and Secretary.

Special meetings may be held at the discretion of the Chairman of the Committee or upon request of two members of the Committee.

The Executive Committee shall have full power to act for the Board of Trustees except that it shall not have power to revoke any order, resolution or vote of a regular or special meeting of the Board, and it shall not have power to elect a President or other officer of the College.

The Executive Committee shall report in writing all of its actions to the Board of Trustees.

(b) The Finance Committee.

The Finance Committee shall consist of three trustees elected by the Board at the July meeting of the Board who shall serve for a period of one year beginning immediately following their election.

It shall be the duty of the Finance Committee to direct and supervise the expenditures, collection and investment of Wilmington College monies and to oversee the preparation of proposed budgets.

The Committee shall elect its own Chairman and Secretary.

(c) Building Committee.

The Board shall elect at the July meeting a Buildings and Grounds Committee consisting of five trustees who shall serve for a period of one year beginning immediately following their election.

The Committee shall elect its own Chairman and Secretary.

After receiving the recommendations of the President and other officers of the College, the duty of the Buildings and Grounds Committee shall, subject to all legal requirements relative to the construction of buildings owned by Community College Board of Trustees, be as follows:

(1) Selection of architects or engineers for buildings and improvements requiring such professional services.

- (2) Approval of building sites.
  - (3) Approval of plans and specifications.
  - (4) Final acceptance of all completed buildings and projects.
  - (5) Oversee repairs and maintenance to existing structures.
- (d) Student Activities Committee.

The Student Activities Committee shall consist of five members who shall be members of the Board and who shall be elected by the Board for a term of one year beginning immediately following their election. The election of the Student Activities Committee shall take place at the July meeting of the Board every year.

The Committee shall elect its own Chairman and Secretary.

It shall be the duty of the Student Activities Committee to direct and supervise all Student Activities in the nature of Athletics, Social events, and other matters of a non-academic nature.

- (e) Public Relations Committee.

The Public Relations Committee shall consist of five Trustees elected by the Board of Trustees at the July meeting of the Board, who shall serve for a period of one year beginning immediately following their election.

The Committee shall elect its own Chairman and Secretary.

It shall be the duty of the Public Relations Committee to supervise and oversee all news releases and other forms of publicity including advertising matters which reflect upon or tends to reflect upon the position which the college holds in the Community.

Section 12-1. Special Committees of the Board of Trustees.

Special committees of the Board or of the Executive Committee may be created by these bodies to take charge of subjects specifically referred to them. Such committees shall be appointed in the manner, and shall consist of members, and shall have such powers, as may be ordered by resolution at the

time of their appointment and shall cease to exist when their functions have been discharged. The Chairman of any special committee shall submit the report of his committee in writing signed by all members agreeing thereto. A minority may submit a dissenting report in like manner.

Section 13-1. Reference to Committees.

All matters presented to the Board or to the Executive Committee, except routine business, which come within the sphere of interest of activity of any standing committee, shall be submitted to the appropriate committee for investigation and report; provided, however that the Board may proceed to consider any matter without referring it to committee if a majority of those present vote for immediate consideration.

The recommendations of the appropriate committees shall be submitted to the Board in writing.

Section 14-1. Amendments, Suspensions.

These by-laws may be amended at any regular or special meeting of the Board by a vote of a majority of those present; but no amendment may be considered by the Board unless it has been filed with the Secretary, and a copy has been mailed to each member of the Board at least ten days before the meeting in which the amendment is to be offered.

Any by-law may be suspended at any regular or special meeting of the Board for that meeting by consent of three-fourths of all members present.

ROLL FOR BOARD OF TRUSTEES  
1963

	Sept. 26	Oct. 22	Nov. 26	Dec.
<u>COPPLETT, William H.</u>	X	X		No Meeting
<u>GRAHAM, Frederick B.</u>	X	X	X	
<u>HARTFORD, Charles E.</u>	X	X	X	
<u>HOGGARD, John T.</u>	X		X	
<u>HOGUE, Mrs. Cyrus D., Jr.</u>	X	X	X	
<u>PAYNE, Harry E.</u>	X		X	
<u>SCHWARTZ, Benjamin D.</u>	X	X	X	
<u>SMITH, James</u>	X	X	X	
<u>TILLERY, L. Bradford</u>	X	X	X	
<u>TOMLINSON, Eugene B., Jr.</u>	X			
<u>TRASK, Raiford G.</u>	X	X		
<u>WOOTEN, Arthur</u>	X	X		

The regular meeting of the Board of Trustees was held on Tuesday, January 15, 1963, in the Board Room of the Wilmington College Library Building.

Seven members present: Mr. Frederick Coville; Dr. C. E. Hartford; Dr. John T. Hoggard; Mr. H. A. Marks; Mr. Harry E. Payne; Mr. J. Fred Rippy, Jr.; and Mr. L. Bradford Tillery. Representing the College were: Dr. William M. Randall; Mr. J. M. Crews; Mr. A. R. Willis; Mr. Calvin Doss; and Mr. William J. Brooks. Representing the Star News Newspaper was Mr. Gene Mason.

Dr. Hoggard, Chairman, called the meeting to order at 7:35 p.m.

Mr. Coville moved that the Board dispense with a reading of the minutes of November 13, 1962, in view of the fact that a copy had been mailed to each member of the Board. Seconded by Mr. Tillery. Passed.

President's Report:

Dr. Randall read a letter from Mr. Dixon of the Star News Newspaper thanking the College for its help in making the Spelling Bee Scholarships possible for the winners of the Star News Spelling Bee Contest.

Dr. Randall read a letter to the Board from the North Carolina Junior Sorosis announcing its strong support for the four-year status of the College.

Dr. Randall told the Board that he had received a letter from Wachovia Bank and Trust regarding the \$1,000 in the Wilmington College Foundation, Inc. The letter stated that the bank is in need of a specific agreement from the Directors of the Foundation as to procedure and other duties. At the request of the donor of this sum, Wachovia Bank has placed the money in the Citizens Building and Loan at 4 1/4 per cent interest awaiting the agreement. The Board instructed Dr. Randall to request Mr. Addison Hewlett to draw up the necessary agreement.

Mr. Brooks outlined to the Board the work which has to be done on the baseball field. After some discussion, Mr. Tillery moved that the Board request the New Hanover County Board of Commissioners to furnish a drag line service for clearing the ditches around the ball field. Seconded by Mr. Payne. Passed.

Dr. Hartford moved that the Board authorize going ahead with the lighting of the baseball field, making sure that the cost of the lighting will not exceed the maximum amount allotted for this specific purpose in the plans for the proposed physical education plant. Seconded by Mr. Tillery. Passed.

Mr. Payne asked that Mr. Willis look into the matter of liability for the workers on the field and that the work not proceed until this matter is settled.

Dr. Randall read a letter from the State Board of Higher Education in which he was asked to serve as Chairman of the state committee to consider a survey of the libraries in tax-supported institutions in North Carolina. Mr. Marks made the motion that the Board authorize Dr. Randall to accept the position as an honor and privilege. Seconded by Mr. Tillery. Passed.

Dr. Randall presented to the Board the educational problems which will require their consideration when the College becomes a four-year institution. He asked the Board for no decisions or motions on the matters, but for their consideration so that the matters could receive final attention at the February meeting of the Board.

- 1) Dr. Randall asked the Trustees to very seriously consider the future of Williston College with reference to the College's four-year plan.
- 2) The Board will have to determine the future of the terminal vocational courses now offered by the College in the present junior college curriculum. These courses include secretarial training, merchandising, and accounting. It is probable that these courses will not receive accreditation in the Southern Association of Schools and Colleges in the four-year college.
- 3) The Board should consider the degrees to be awarded in the liberal arts college in addition to the bachelor of arts and the bachelor of science. Dr. Randall told the Trustees that it would be well to consider the possibility of a bachelor of science degree in medical technology and also a "cooperative degree" in engineering with North Carolina State College. Under this "cooperative degree" an engineering student could attend Wilmington College for three years and transfer to State for an additional two years for the engineering degree. A bachelor of science from Wilmington College would be conferred at the successful completion of the first year's study at State, followed by the award of State's engineering degree the following year.
- 4) The Board will have to make a decision as to what fields of major and minor studies would be offered in the four-year college curriculum.
- 5) Dr. Randall stated that the Trustees would have to consider the continuation of granting associate in arts degrees after the completion of two years at the College.
- 6) Dr. Randall read a letter from the State Board of Higher Education stating that Wilmington College should raise the salary scale as high as possible to get top caliber instructors so that the College can compete with any four-year college anywhere. Dr. Randall told the Board that after reaching a four-year status, the College will not receive money from the State for quarter

hours taught, but the money will be appropriated by the legislature on a basis of need. He said it would be to the advantage of the College to set up the first budget as high as possible and that the College should increase its salaries to at least as much as East Carolina College. Dr. Hartford and the Finance Committee will meet to go over the recommended budget and will present it to the Board at the February meeting.

Dr. Randall told the Board that the weekend of January 18 was Homecoming Weekend at the College. There will be a Homecoming Parade in downtown Wilmington Friday at 4 p.m., followed by a basketball game at 8 p.m. with a dance after the game in the Student Services Building.

Finance Committee:

Dr. Hartford presented the budget report ending December 31, 1962.

Dr. Hartford moved to adjourn at 9:07 p.m.

John T. Haggard  
Chairman

J. H. Rippy Jr.  
Secretary

The regular meeting of the Board of Trustees was held on Tuesday, February 12, 1963, in the Board Room of the Wilmington College Library Building.

Seven members present: Mr. John H. Fox; Mr. Frederick B. Graham; Dr. C. E. Hartford; Dr. John T. Hoggard; Mr. Harry E. Payne; Mr. Eugene B. Tomlinson, Jr.; and Mr. Raiford G. Trask. Representing the College were: Dr. William M. Randall; Mr. J. M. Crews; and Mr. A. R. Willis. Representing the Star News Newspaper was Mr. Gene Mason.

Dr. Hoggard, Chairman, called the meeting to order at 7:35 p.m.

Mr. Tomlinson moved that the Board dispense with a reading of the minutes of January 15, 1963, in view of the fact that a copy had been mailed to each member of the Board. Seconded by Mr. Trask. Passed.

**President's Report:**

Dr. Randall read a letter from Mr. L. E. Powell of the Life Underwriters Insurance Association thanking the College for the use of a classroom for their insurance class.

Dr. Randall requested that a delegation of Board members attend the meeting of the Southern Association on April 7 and 8, 1963, at the Jack Tar Hotel in Durham. At this meeting the Southern Association will inform the college leaders of its new standards of Accreditation.

Dr. Randall reported to the Board that Miss Morton, head of the English Department, will retire from that position at the end of this fiscal year; however, it was recommended by the administration that she be hired for one year as Dean of Women.

Dr. Hartford made the motion that the administration be authorized to extend the duties of Miss Morton as Dean of Women for one year. Seconded by Mr. Graham. Passed.

Dr. Randall read a list of the leaders of education in North Carolina to be invited by the College to attend the Azalea Festival.

Mr. Graham moved that the Board invite all persons on the list read by Dr. Randall, and also the three community college presidents, to attend the Azalea Festival. Seconded by Mr. Tomlinson. Passed.

**Finance Committee:**

Dr. Hartford presented the budget report ending January 31, 1963.

**Minutes of the Finance Committee:**

The Finance Committee met on February 11, 1963. Present for the Committee were: Dr. Hartford, Dr. Hoggard, Mr. Schwartz, Mr. Graham, Mr. Trask, and Mr. Rippy. For the College were: Dr. Randall, Mr. Willis, and Mr. Crews.

"The proposed budget was discussed, and Mr. Graham made a motion that the Committee recommend to the Board of Trustees the adoption of the proposed "G" budget subject to the appropriation of sufficient funds by the North Carolina General Assembly. Seconded by Dr. Hoggard. Passed.

'Mr. Graham made a motion that the Committee recommend to the Board of Trustees that the President be authorized to employ faculty members for the 1963-64 academic year with their contracts subject to the appropriation of sufficient funds by the North Carolina General Assembly. Seconded by Dr. Hoggard and passed."

Dr. Hartford presented the proposed budget for the biennium of 1963-64 and 1964-65 with the Committee Chairman's recommendation that it be approved by the Board.

Mr. Trask moved that the Board accept the recommendations of the Finance Committee. The motion was seconded by Mr. Payne. Passed.

WILMINGTON COLLEGE

Proposed Budget

	<u>Expense</u>	<u>1962-63</u>	<u>1963-64</u>	<u>1964-65</u>
Salaries Administration	52 140.00	59 700.00	70 200.00	
Salaries Instruction	234 750.00	412 500.00	574 500.00	
Salaries Janitorial	11 980.00	12 000.00	13 000.00	
Retirement Administration	3 468.00	5 235.00	6 075.00	
Retirement Instructors	16 448.00	30 110.00	41 951.00	
Group Insurance	1 000.00	5 000.00	6 500.00	
Library Sub., etc.	500.00	1 000.00	1 000.00	
Instructional Supplies	3 500.00	5 000.00	6 000.00	
Catalogues	1 500.00	2 000.00	2 500.00	
Advertising	300.00	300.00	300.00	
Photography	150.00	200.00	200.00	
Membership and Dues	500.00	500.00	500.00	
Office Supplies	3 000.00	4 000.00	4 500.00	
Postage, Tel and Tel	3 350.00	4 000.00	4 500.00	
Teas and Receptions	100.00	150.00	150.00	
Commencement	1 000.00	1 500.00	2 000.00	
Travel-Administration	1 500.00	2 000.00	2 500.00	
Travel-Teaching	500.00	750.00	1 000.00	
Motor Vehicle Operation	300.00	500.00	750.00	
Insurance-Bonding	3 500.00	3 900.00	4 100.00	
Audit	1 200.00			
Lights and Power	16 000.00	18 000.00	20 000.00	
Main. and Repair-Equip.	950.00	1 500.00	2 000.00	
Main. and Repair-Building	1 250.00	1 500.00	2 000.00	

## Expense, continued

	<u>1962-63</u>	<u>1963-64</u>	<u>1964-65</u>
Janitorial Supplies	1 000.00	1 250.00	1 500.00
Rental-Brogden Hall	500.00	500.00	500.00
Scholarships	12 700.00	15 000.00	17 500.00
Scholarships in lieu of salary	8 800.00	9 000.00	10 000.00
Library Books	4 000.00	9 000.00	9 000.00
Equipment	4 500.00	10 000.00	12 000.00
National Defense Loans	1 000.00	1 000.00	1 500.00
Public Relations	500.00	1 000.00	1 000.00
Plant Fund	60 000.00		
Total	451 886.00	618 095.00	819 226.00

## Income

	<u>1963-64</u>	<u>1964-65</u>
Student Fees	214 320.00	262 080.00
County Tax	132 840.00	156 960.00
State ("A Budget)	<u>132 840.00</u>	<u>156 960.00</u>
	480 000.00	576 000.00
State ("B Budget)	<u>138 095.00</u>	<u>243 226.00</u>
Total Budget	618 095.00	819 226.00

## Building Committee:

Mr. Graham made the motion that the President be authorized by the Board to request the legislature to appropriate \$500,000 for the Physical Education Building and \$500,000 for the Fine Arts Building on the non-matching fund basis; and that he request the guidance of our legislators on the matter. Seconded by Dr. Hartford. Passed.

Mr. Graham read a letter from the York Company offering to service the equipment installed by that company for \$3,000 a year. He recommended that this matter be left in the hands of the administration.

Mr. Graham also recommended that the architects be requested to give a written report on the new pump to be read at the next meeting of the Board.

Dr. Hoggard requested that Mr. Trask serve on a committee with him and Mr. William J. Brooks to insure the drainage of the Athletic Field.

Mr. Graham moved to adjourn at 8:35 p.m.

Minutes of Executive Session of the Board of Trustees:

An Executive Session of the Board of Trustees was held immediately following the adjournment of the regular meeting of the Board. Members present were: Mr. Fox, Mr. Graham, Dr. Hartford, Dr. Hoggard, Mr. Payne, Mr. Tomlinson, and Mr. Trask. Representing the College were: Dr. Randall and Mr. Crews.

The Committee instructed the President not to renew the contracts for Mr. Homer L. Ingle and Mrs. Elizabeth G. Freeman for the 1963-64 academic year. He was also instructed not to grant a leave of absence for Mr. Homer L. Ingle for the 1963-64 year.

A letter from the local chapter of the NAACP was read by Dr. Randall in which they requested the College to discontinue granting Spelling Bee Scholarships on the grounds that they are discriminatory. Since the College is already committed for the up-coming Spelling Bee Contest, the President was requested to inform the group to this effect and also that the Board would consider the feasibility of granting such scholarships next year. Since the College will probably be of senior status at that time, the Committee felt that the scholarship program will need a restudy in 1964.

John T. Hoggard  
Chairman

J. H. Rippy, Jr.  
Secretary

## Minutes

The regular meeting of the Board of Trustees was held on Tuesday, March 12, 1963, in the Board Room of the Wilmington College Library Building.

Eight members present: Mr. Frederick Coville; Mr. John H. Fox; Dr. John T. Hoggard; Mr. H. A. Marks; Mr. Harry E. Payne; Mr. J. Fred Rippy, Jr.; Mr. B. D. Schwartz; and Mr. Raiford G. Trask. Representing the College were: Dr. William M. Randall; Mr. J. M. Crews; and Mr. A. R. Willis.

Dr. Hoggard, Chairman, called the meeting to order at 7:35 p.m.

Mr. Coville moved that the Board dispense with a reading of the minutes of February 12, 1963, and that they be approved. Seconded by Mr. Fox. Passed.

President's Report:

Dr. Randall reminded the Board of the meeting of the Southern Association on April 7 and 8, 1963, at the Jack Tar Hotel in Durham. It has been requested that a delegation of Board members attend this meeting to learn the new standards of accreditation set up by the Southern Association.

Dr. Randall read a letter from Mrs. M. C. Nielsen informing the College that it is her wish to contribute a sum of money to the College for a scholarship fund in honor of her deceased husband. Dr. Randall has written a letter to her accepting this scholarship fund.

The Board requested that Dr. Randall write Senator Ashley Murphy and ask that he be the speaker at the Commencement exercises in May.

Executive Committee:

"The Executive Committee of the Board of Trustees met Wednesday afternoon, March 6, 1963, at 5:00 p.m. in the Board Room in the Wilmington College Library Building.

"Members present: Dr. John Hoggard, Chairman and Mr. Harry Payne. Others present at the meeting were Dr. William Randall, Mr. James M. Crews, and Mr. Rex Willis.

"Dr. Randall read to the Committee the following suggestions which Mr. Bradford Tillery thought would be desirable corrections to make in the Higher Education Bill.

- (1) "Under PART I. THE UNIVERSITY OF NORTH CAROLINA. Line 20 of page 1. The words 'additional campus' used here and where it may occur in this section, to the words 'additional campuses.' Also line 14 on page 2 should be changed from 'the Board of Trustees shall establish' to 'the Board of Trustees shall recommend to the General Assembly the establishment.'
- (2) "On page 6 of the Bill as now written, that the primary purpose of Wilmington College as defined beginning with line 10 be changed to include undergraduate courses in Business Administration and Engineering, and instruction in Military Science, etc.

- (3) "There should be some provision in the Bill which would insure the present Board of Trustees, or a majority of them, of being allowed to remain in office at least until the expiration of their present terms.

"That there is a conflict between the provisions of the present Bill with respect to the appointment of Trustees and the terms specified in G.S. 116-46 and that this conflict should be cleared up.

- (4) "With respect to the Appropriations Bill, that when it comes up for consideration, that everything possible is done to make the appropriations, both for operation and for capital expenditures, correspond to the figures in the Brief which was presented to the Joint Appropriations Committee on February 20.

"With respect to capital funds the Board of Higher Education has recommended an appropriation of \$500,000 for the construction of a Liberal Arts Building. The Trustees in their brief have asked for an additional appropriation of \$125,000 and that the balance remaining in the 1957 Capital Funds Appropriation (in Code 65479) be transferred to the new College.

"Further, with respect to that portion of the Higher Education Bill, PART II, PUBLIC SENIOR COLLEGES, there is some feeling among the members of the Board that controversy concerning the other parts of the Bill may delay its passage. If this is true, PART II should be presented as a separate Bill and have it passed as soon as possible.

"Those present agreed that these changes were desirable and it was decided that Dr. Randall would write a letter to Mr. Robert Calder and Mr. Cicero Yow explaining the feelings of the Board in regard to those suggestions.

"Dr. Randall presented the following names along with the position they would fill as desirable members of a four-year faculty. They are Dr. James W. Hill, Head of the Department of Education; Dr. Will S. DeLoach, Head of the Department of Chemistry; Dr. Thomas L. Quay, Head of the Department of Biology; Dr. Thomas S. Harding, Librarian; Dr. Lloyd Bishop, Head of the Department of Modern Languages; and Dr. B. Frank Hall, Head of the Department of Philosophy. Dr. Hoggard moved that Dr. Randall be given permission to give these men definite offers for positions beginning in the Fall of 1963. Motion was seconded by Mr. Payne. Passed.

"Mr. Payne moved that the students be allowed to build as a class project a Greek Theatre which would cost the College no money and that work should be started immediately. Motion was seconded by Dr. Hoggard. Passed.

"The meeting adjourned at 5:55 p.m.."

Mr. Schwartz moved that the Board accept the recommendations of the Executive Committee. Seconded by Mr. Fox. Passed.

Mr. Fox moved that the Board give Dr. Randall permission to give definite offers for positions to those men suggested in the minutes of the Executive Committee. Seconded by Mr. Coville. Passed.

Finance Committee:

Mr. Willis, Comptroller, presented the budget report ending February 28, 1963.

Mr. Marks moved that the Board accept the report of the Finance Committee. Seconded by Mr. Payne. Passed.

Building Committee:

Mr. Schwartz reported that Mr. Leslie N. Boney had sent more information concerning the lighting of the Athletic Field to the Property Control in Raleigh; and, as soon as the plans are approved by them, work can proceed on the lighting.

Mr. Payne told the Board that he was thoroughly opposed to an elaborate entrance to the College.

Mr. Payne made the motion that the Student Activities Committee be allowed to proceed to purchase the necessary bleachers for the Athletic Field, subject to the approval of the Executive Committee; and with the cost of the bleachers not exceeding \$3,000. Seconded by Mr. Fox. Passed.

Grounds Development Committee:

Mr. Payne reported that Riegel Paper Corporation, along with the College staff, has made two recreation fields almost useable.

Mr. Schwartz moved that the Riegel Paper Corporation be sent a letter of thanks for all the work done on the College campus. Seconded by Mr. Coville. Passed.

Mr. Payne told the Board that the Greek Theatre to be built behind the proposed Liberal Arts Building is for teaching purposes only, and will be built by the Dramatic Arts Department as a class project.

Mr. Marks moved to adjourn at 8:40 p.m.

John J. Haggard  
Chairman

J. H. Rippy, Jr.  
Secretary

## Minutes

The regular meeting of the Board of Trustees, scheduled for April 9, 1963, was changed to an Executive Committee Meeting.

Six members present: Mr. Frederick Coville; Mr. John H. Fox; Mr. Frederick B. Graham; Dr. John T. Hoggard; Mr. Eugene B. Tomlinson, Jr.; and Mr. Raiford G. Trask. Representing the College were: Dr. William M. Randall; Mr. J. M. Crews; and Mr. A. R. Willis.

Dr. Hoggard, Chairman, called the meeting to order at 7:35 p.m.

Dr. Randall read letters to the Executive Committee from two residents of Hutchinson, Kansas, commanding the College for its fine basketball team and coach. These letters stated that the team were good sportsmen both on and off the floor.

Dr. Randall read a letter from Dr. William Archie in which he stated that the Board of Higher Education would like to send a team of experts to advise the College on a four-year college program.

The Committee requested that a letter be written to the New Hanover County Commissioners asking them to assess the 10¢ property tax for the year 1963-64.

Mr. Graham made the motion that the Board appropriate \$25,000 for the lighting and seating of the Athletic Field, subject to the approval of the architects and the Department of Administration. The motion was seconded by Mr. Trask. Passed.

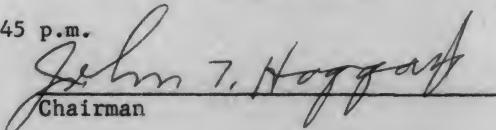
Dr. Randall presented the following names for approval by the Executive Committee for instructors for the year 1963-64: Mr. Bob Olsen, History Department; Mr. James C. Daniel, History Department; Miss Barbara Moser, Math Department; and Mrs. Margaret Fogelman, Library.

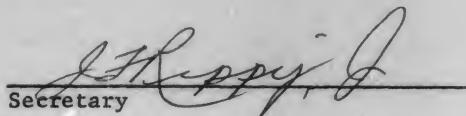
Mr. Fox moved to approve all instructors as presented by Dr. Randall. Seconded by Mr. Tomlinson. Passed.

Dr. Randall announced to the Executive Committee that the Honorable Roy Rowe will be speaker at the Commencement Exercises.

Mr. Graham told the Committee that the final payments of all contracts and architect fees for the original buildings have been made.

Mr. Trask moved to adjourn at 8:45 p.m.

  
John T. Hoggard  
Chairman

  
J. H. Hoggard  
Secretary

The regular meeting of the Board of Trustees was held on Tuesday, May 14, 1963, in the Board Room in the Wilmington College Library Building.

Nine members present: Mr. John H. Fox; Mr. Frederick B. Graham; Dr. John T. Hoggard; Mr. H. A. Marks; Mr. Harry E. Payne; Mr. J. Fred Rippy, Jr.; Mr. B. D. Schwartz; Mr. L. Bradford Tillery; and Mr. Eugene B. Tomlinson, Jr. Representing the College were: Dr. William M. Randall; Mr. J. M. Crews; and Mr. A. R. Willis. Representing the Star-News Newspaper was Miss Marty Martin.

Dr. Hoggard, Chairman, called the meeting to order at 7:30 p.m.

Mr. Fox moved that the minutes of the Executive Committee meeting of April 9, 1963, be approved as read. Seconded by Mr. Schwartz. Passed.

**President's Report:**

Dr. Randall announced that the bill authorizing Wilmington College to become a four-year college was passed by the legislature and that the curriculum and degrees are now subject to the approval of the Board of Higher Education.

Mr. Graham made the motion that the Board retain the services of Mr. Addison Hewlett for a fee to draw up the proper documents to convey all properties, equipment, etc. to the new Board of Trustees as of July 1, 1963, as set forth in the higher education bill. Seconded by Mr. Schwartz. Passed.

Dr. Randall reported that he and Mr. Crews will attend the meeting of the Board of Higher Education in Raleigh on May 15. Mr. Robert Calder will also be present at this meeting.

Mr. Fox moved that the fiscal year for the College be changed from September 1-August 31 to July 1-June 30. The motion was seconded by Mr. Tomlinson. Passed.

Dr. Randall reported that all clerical workers of the College will be classified State employees whose salaries will be determined by the State. If Mr. Willis' title remains Comptroller, he will also be placed under this classification and will receive the salary offered by the State. It was recommended that his title be changed to Vice-President for Finance.

Mr. Tillery made the motion that Mr. Willis' title be changed to Vice-President for Finance. The motion was seconded by Mr. Fox. Passed.

Dr. Randall reported that he has been advised by the Administrative Department that beginning July 1, 1963, all insurance and bonding will be under the State Insurance Department. Dr. Randall also stated that after that date the College will not be permitted to pay any part of the life insurance premium or hospitalization insurance for the members of the faculty.

Dr. Randall presented the following names for approval for instructors for the year 1963-64: Thomas E. Allen, Physical Education; Frank K. Honey, Music; Becky John Haywood, English; Edwin Page Shaw, English; Carolyn Murray, History; and Martin Rabunsky, History.

Mr. Marks moved that all instructors presented by Dr. Randall be approved by the Board. Seconded by Mr. Tillery. Passed.

Mr. Graham made the motion that the Board adopt the provisions regarding academic freedom, tenure, and academic due process as are presently used by the University and as completely set forth as an appendix to these minutes. Seconded by Mr. Tillery. Passed.

Dr. Randall presented the following names to be approved as part-time instructors for the Medical Technology program: Dr. Ben Allen; Dr. Lumb; Dr. Singletary; and Miss Besser.

Mr. Marks moved to approve the part-time instructors presented. Seconded by Mr. Payne. Passed.

Mr. Marks made the motion that the Board approve the proposed curriculum for the four-year college program. Seconded by Mr. Tomlinson. Passed.

Dr. Randall reported that the bids for the lighting of the Athletic Field will be opened on Thursday, May 23 at 2:00 p.m. in the Board Room.

Dr. Randall told the Board that a delegation from the Board of Higher Education will visit the College on Friday, May 17.

Mr. Graham made the motion that the Board write a letter to Mr. Addison Hewlett expressing appreciation and gratitude for his effective work performed on behalf of Wilmington College and his tireless efforts in getting the higher education bill approved. Mr. Graham noted that it was through his guidance that the College will be a four-year institution. The motion was seconded by Mr. Tomlinson. Passed.

Building Committee:

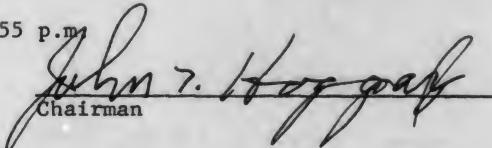
Mr. Graham told the Board that he has petitioned the State Highway Department to pave certain roads on the campus and the parking lots adjacent to the Athletic Field.

New Business:

Mr. Marks moved that a committee of Trustees be appointed to screen any proposed campaigns to solicit funds for the College. Seconded by Mr. Tillery. Passed.

Mr. Graham commended Dr. Randall and every member of the faculty for the fine job they have done in preparing the curriculum for the four-year college.

Mr. Rippy moved to adjourn at 8:55 p.m.

  
John J. Haggard  
Chairman

Secretary

PROVISIONS REGARDING ACADEMIC FREEDOM, TENURE, AND ACADEMIC DUE PROCESS  
ADOPTED BY THE TRUSTEES OF WILMINGTON COLLEGE ON MAY 14, 1963

A. Academic Freedom

1. Academic freedom is the right of a faculty member to be responsibly engaged in efforts to discover, speak, and teach the truth. It is the policy of the College to maintain and encourage full freedom, within the law, of inquiry, discourse, teaching, research, and publication and to protect any member of the academic staff against influences, from within or without the College, which would restrict him in the exercise of these freedoms in his area of scholarly interest.
2. Wilmington College recognizes that in his role as citizen, as to matters outside the area of his scholarly interest, the faculty member has the right to enjoy the same freedoms as other citizens, without institutional censorship or discipline, though he should avoid abuse of these freedoms. He should recognize that accuracy, forthrightness, and dignity befit his association with Wilmington College and his position as a man of learning. He should not represent himself as a spokesman for the College.

B. Academic Tenure

1. Academic tenure refers to the conditions and guaranties that apply to a faculty member's professional employment. In according tenure, the purpose is to protect the academic freedom of faculty members, while providing them with a reasonable degree of economic security. It is recognized that tenure policy is a vital aid in attracting and retaining instructional personnel of the high quality which this College seeks for its faculties.
2. With respect to the various academic ranks, the tenure policy of Wilmington College is as follows:
  - (a) An instructor shall be appointed for a period of one year. After he has been twice reappointed, his department head, after consultation with all full professors in the department, shall review the case and recommend either (1) that the instructor be promoted at the end of his fourth year or (2) that he receive a terminating appointment of one year. In situations in which, because of a dearth of full professors or otherwise, it appears that the consultation required by the preceding sentence may not produce advice adequately representative of the views of the department's faculty members, the department head shall consult with other senior members of the department familiar with the instructor's work. Notice of intention not to reappoint shall be given an instructor by March 15th if his then current employment is for the regular academic year and otherwise not less than three months prior to the termination of his then current appointment.

With his own consent and with provision for annual review of his case, an instructor may be continued in that rank beyond the fourth year and in such case the above requirement regarding notice of intention not to reappoint shall continue to apply to him.

- (b) An assistant professor shall be appointed for a period of three years. Before the end of the second year his department head, after such consultation with members of the department's faculty as is required in the case of instructors, shall review the case and recommend either (1) that the assistant professor be reappointed for a second term of three years or (2) that he be notified that he will not be reappointed at the end of his first term. Before the end of the assistant professor's fifth year the department head shall, in the same manner, recommend either (1) that the assistant professor be reappointed, with permanent tenure, at the same or higher rank or (2) that he be notified that he will not be reappointed at the end of his then current term. In every case of reappointment as an assistant professor after six years of service in that rank, the appointment shall be with permanent tenure, and thereafter the case shall be reviewed at least once in each three year period for the purpose of determining whether promotion is in order: Provided, that, notwithstanding the foregoing provisions, the President may, in special cases, upon recommendation of the department head, reappoint an assistant professor after six years of service, without granting permanent tenure; and in such case the letter of reappointment shall specify the term of the reappointment, the special reasons for not granting tenure, and the conditions (if any have been agreed to) upon fulfillment of which such tenure will be granted.
- (c) An associate professor promoted to that rank within his own institution shall have permanent tenure. One coming to that rank from outside the institution shall be appointed for an initial term of five years; and in such case, before the end of the fourth year, his department head, after consultation with other members of the department's faculty as required in the case of an instructor, shall review the case and recommend either (1) that the associate professor be reappointed, with permanent tenure, at the same or higher rank or (2) that he be notified that he will not be reappointed at the end of his then current term. Reappointment shall be with permanent tenure.

- (d) A professor shall have permanent tenure.
  - (e) The provisions of paragraphs (a), (b), (c), and (d) shall not be rendered inapplicable to a faculty member merely because some additional description, such as "research," is attached to the statement of his rank. Paragraphs (a), (b), (c), and (d) shall not apply to visiting faculty members or to any faculty member, regardless of stated rank, employed for a limited period in the staffing of any special project. It is considered advisable, however, that the President, in his letter of appointment, shall call to the attention of the appointee that, because of the visiting or special status of the appointment, the provisions of paragraphs (a), (b), (c), and (d) are inapplicable.
  - (f) Nothing in these regulations shall be construed to preclude the promotion of a faculty member at any time.
  - (g) A faculty member who decides to terminate his employment has the obligation, through appropriate channels, to give prompt written notice of his intention to the President.
3. The terms and conditions of every faculty appointment shall be in writing. A copy thereof, signed by the President, shall be delivered to the faculty member and a copy shall be retained by the President. Full information on the tenure policy of Wilmington College and on his own employment status shall be readily available to the faculty member at all times.
- C. Suspension and Discharge of Faculty Members
- 1. A faculty member who has tenure may be suspended or discharged only by the President, acting with the approval of or by direction of the Board of Trustees, and then only in accordance with the provisions of this Code. Permissible grounds for suspension or discharge are misconduct of such a nature as to indicate that the faculty member is unfit to continue as a member of the faculty, incompetence, and neglect of duty. For purposes of these provisions: (a) a faculty member serving a stated term shall be regarded as having tenure until the end of that term; and (b) if a faculty member has been offered and has accepted a new contract to begin at a future time, his status shall be the same as if he had already begun service under such contract.
  - 2. The President, in his discretion, may: (a) give the faculty member written notice of intention to discharge; or (b) give the faculty member written notice that information concerning the faculty member is being referred to the faculty committee (identified in paragraph 3, next page) for its recommendation. The notice shall indicate the reasons for the intended discharge or

the substance of the information being referred, shall state that the Board of Trustees approves the President's action, shall advise the faculty member of his right to a hearing, and shall call attention to these provisions of this Code. Within one week after receipt of notice, the faculty member may request a hearing by written notice to the President and the chairman of the faculty committee. If no request is filed within that time, the President may proceed to discharge; when notice of such intent has been given, or the faculty committee may proceed to the making of its recommendation without a hearing.

3. When a hearing is duly requested by the faculty member, it shall be accorded before a standing committee of the institution's faculty, composed of five faculty members who have permanent tenure elected by those members of the faculty who, under legislation of the institution's faculty, are regarded as voting members. The hearing shall be upon written charges or a written summary of information submitted by the President. The hearing committee shall accord the faculty member a reasonable time within which to prepare his defense. The faculty member shall have the right to counsel; the right to present the testimony of witnesses and other evidence; the right to confront and cross-examine adverse witnesses; the right to examine all documents and demonstrative evidence adverse to him; and the right, upon request, made prior to the hearing, to a transcript of the proceedings furnished at the expense of Wilmington College, subject, however, to the approval of the Board of Trustees. The President, or his delegate or counsel, may participate in the hearing, present evidence, and cross-examine witnesses.
4. In reaching its decision in cases in which a hearing is held, the faculty committee shall consider only the evidence presented at the hearing and such oral or written arguments as the committee, in its discretion, may allow. Evidence regarding the general competence and professional and moral fitness of the faculty member shall always be considered relevant. Should the committee find that the faculty member is guilty of misconduct, incompetence, or neglect of duty, it shall then decide whether its findings in that respect, considered in the light of the faculty member's general competence and fitness, justify a finding that the faculty member is unfit to continue as a member of the faculty. It shall make its written recommendation accordingly, and shall transmit the recommendation to the faculty member and to the President; and the President shall forward it to the Board of Trustees. Publication of such recommendation may be authorized only by the President, and with the approval of the Board of Trustees. The two immediately preceding sentences of this paragraph shall apply whether or not a hearing has been held.
5. If the Board of Trustees concurs, a recommendation of the committee, whether favorable or unfavorable to the faculty member, shall be final. If the committee's recommendation is other than for unconditional retention of the faculty member (indefinitely if on permanent tenure, otherwise to the end of the stated term), the Board of Trustees, in lieu of concurrence, may:  
(a) with the consent of the faculty member, take any action more favorable

to the faculty member than the committee's written recommendation, which action shall be final; or (b) authorize the faculty member to appeal to the Trustees. If the committee recommendation is for unconditional retention, the Board of Trustees shall take no action contrary to it except that, upon recommendation of the President, he may request that the Trustees review the case and take final action.

6. The President shall, in every case, advise the Board of Trustees as to whether the President concurs in the committee's recommendation. He shall state his reasons in writing and a copy shall be furnished to the faculty member.
7. In any case brought before the Trustees, a hearing shall be accorded by the Executive Committee, which may proceed through a subcommittee. The hearing shall be conducted in the same manner as the hearing before the faculty committee; the faculty member shall have the same rights; and the decision of the hearing committee shall be reached solely upon the evidence adduced at the hearing and such argument, oral or written, as the hearing committee may allow. The charges or summary of information shall be the same as those before the faculty committee, unless modified in favor of the faculty member by the Board of Trustees; and the hearing committee shall, in the same manner as the faculty committee, consider general fitness as well as the specific offenses. If the hearing committee is a subcommittee, it shall report to the Executive Committee. The Executive Committee shall direct the action, if any, to be taken by the President.
8. The President has authority, with the approval of the Board of Trustees, to suspend a faculty member at any time after giving notice of intention to discharge, and to continue such suspension until final decision has been reached by the procedures herein prescribed. The President's power to suspend shall not be exercised unless the charges are of such nature that, if assumed to be true, they demonstrate moral turpitude, neglect of duty, or incompetence of a character clearly indicating that the accused is unfit to continue as a member of the faculty. Suspension shall always be with pay.
9. Once he has requested a hearing, the faculty member shall not be discharged, without his consent, until final decision is reached (and then only in accordance with such decision), provided that the faculty member may at any time withdraw his request for hearing and consent to the discharge, or he may be discharged upon a finding by the faculty committee that, at any stage of the proceedings before the faculty committee or the Trustees' committee, the faculty member, after requesting a hearing, has, without adequate cause, failed to appear.

## REQUIREMENTS FOR BACHELOR OF ARTS DEGREE

Basic Course Requirements: All candidates for graduation must take the following courses, which should be completed by the end of the sophomore year (Course numbers 100-200 are those in the 1962-63 catalogue issue):

English 101, 102, 201, one other 5 hour literature course other than 208 and 310 (20 hours)

Language:

9 to 18 hours depending upon the number of high school language units submitted by the student.

French 101, 102, 103, 104, 105, 106.

German 111, 112, 113, 114, 115, 116.

Spanish 121, 122, 123, 124, 125, 126.

(No student may receive credit for the elementary courses who has two or more high school units in that language.)

Mathematics 101, 102 (10 hours)

Social Science 111, 112 (10 hours)

Fine Arts - 9 hours which must be chosen from at least two of the following fields:

Art

Drama

Music

Health 101 (3 hours)

Physical Education (6 hours)

Natural Science (15 hours)

One course must be chosen from the physical sciences and one from the biological sciences. They may be chosen from:

Biology 101, 102

Chemistry 101, 102, 103

Mathematics 113, 203, 204, 205

Physics 111, 112, 201, 202, 203

Social Science 131

In addition to the basic requirements the student must complete a course of study approved by his major department and elective courses to make a total of 180 quarter hours plus two years of physical education. At least 30 quarter hours of work must be done in the major subject at the junior and senior level, and 20 hours of work must be done in the minor field at this level. The student must choose a major field of study by the end of the sophomore year, and it is recommended that he do so by the end of the freshman year if possible.

Graduation will be certified at the end of the term in which all academic requirements are completed, providing that the final 45 hours of credit are completed at Wilmington College. The student must be in residence during the complete academic year while these credits are earned.

The College operates on a credit-point system. Grade reports are sent out at the end of each quarter and are also recorded in the College files. The class standings and reports are based upon the following system of marking:

A--Excellent	4 quality points for each credit hour
B--Good	3 quality points for each credit hour
C--Average	2 quality points for each credit hour
D--Passing	1 quality point for each credit hour
F--Failure	0 quality points for each credit hour

I--Incomplete

W--Official withdrawal from the course

A quality point average of 2.0 is required for graduation, and at least 90 hours must be at the junior and senior level.

Academic Standing. Students are expected to maintain a 1.5 quality point average during the freshman and sophomore years and a 2.0 average during the junior and senior years.

Elective courses may be chosen from those described in the 1962-63 catalogue issue and from those new courses to be added in all departments. Other courses to be added to the curriculum not mentioned in this paper are:

Music Department

- 301. Counterpoint
- 302. Form and Analysis
- 303. Conducting
- 305. Strings
- 306. Woodwinds
- 307. Brass and Percussion

Philosophy Department

- 301. History of Philosophy I
- 302. History of Philosophy II
- 303. History of Philosophy III

Physics 111 and 112. General Physics (for non-engineering students). The terminal course in merchandising is being discontinued since the need is no longer present as shown by the lack of enrollment.

The following is an outline of the proposed program by departments and does not include the Basic Requirements.

## BIOLOGY

### Hours Required

#### A. As a major: a minimum of 60 quarter hours

##### 1. Prerequisites:

- 101, 102 Principles of Biology
- 201 Biology of Vertebrate Animals
- 208 Biology of Vascular Plants

##### 2. Related Requirements:

Chemistry 101, 102 General Inorganic Chemistry

##### 3. Required courses in Biology

- 301 Biology of Invertebrate Animals
- 306 Biology of Non-Vascular Plants

The remaining required courses may be elected from:

- 202 Comparative Vertebrate Anatomy
- 204 Human Anatomy and Physiology
- 304 Marine Biology
- \*305 Genetics
- 308 Microbiology
- \*401 Embryology
- \*404 Animal Physiology
- \*410 Special Problems in Biology

#### B. As a minor: a minimum of 32 quarter hours.

##### 1. Prerequisites:

- 101, 102 Principles of Biology

##### 2. Related requirements

None

##### 3. Required courses in Biology:

22 additional quarter hours are required from the courses listed under A above. These courses will vary with the needs of the student in consultation with the departmental advisor.

C. Faculty

Rank	Education	Experience	Publications
Assoc. Prof.	Ph.D. to be employed		
Asst. Prof.	M.A. (working on Ph.D.)	7 years College	
Asst. Prof.	M.A. (working on Ph.D.)	2 years Public School 3 years College	Article in MS
Instructor	M.A.	1 year College	Many articles in N. C. Wildlife
Instructor	M.A. to be employed		

\*These courses to be added in 1964-65.

BUSINESS ADMINISTRATION

Hours Required

A. As a major: a minimum of 57 quarter hours

1. Prerequisites:

Bus. 201, 202, 203 Principles of Accounting  
S.S. 201, 202 Economic Principles

2. Related Requirements: None

3. Required courses in Business Administration: A minimum of 35 quarter hours must be elected from:

301, 302, 303 Advanced and Cost Accounting  
304 Money and Banking  
305 Marketing  
306 Advertising  
307 Business Law  
308 Principles of Management  
309 Personnel Management  
310 Salesmanship  
401 Corporation Finance  
402 Statistics  
403 Retailing  
405 Auditing  
406 Income Tax Accounting

B. As a minor: a minimum of 42 quarter hours

1. Prerequisites:

Bus. 201, 202, 203 Principles of Accounting  
S.S. 201, 202 Economic Principles

2. Related Requirements: None
3. Required courses in Business Administration: A minimum of 20 quarter hours must be elected from the courses listed under A3 above.

C. Faculty

Rank	Education	Experience	Publications
Assoc. Prof.	D. Ed.	2 years College	Thesis
Assoc. Prof.	Ph.D. to be employed		
Asst. Prof.	M.A.	21 years Public School 16 years College	None
Instructor	M.A.	10 years Public School 1 year College	None
Instructor	M.A. to be employed		

ENGLISH

Hours required

- A. As a major: a minimum of 60 quarter hours
  1. Prerequisites: None
  2. Related Requirements:  
S.S. 313 England (to 1715)  
S.S. 314 Great Britain (since 1715)
  3. Required English courses:  
103 Public Speaking  
10 quarter hours must be elected from:  
202 English Literature  
203 American Literature  
204 American Literature  
Other required courses:  
301 Advanced Grammar and Composition  
310 The English Novel or 410 The American Novel  
320 Shakespeare  
At least 10 quarter hours must be elected from:  
401 Interpretation of Poetry  
410 The American Novel  
420 Poetry of the Romantic Field  
430 Victorian Literature  
440 The Short Story  
450 World Masterpieces

At least 5 quarter hours:

- 310 The English Novel
- 330 Prose and Poetry of the Classical Field
- 340 Literature of the South
- 350 Literature for Children
- 360 History of Drama
- 370 Twentieth Century Literature

B. As a minor: a minimum of 45 quarter hours

- 1. Prerequisites: None
- 2. Related Requirements: Same as A2 above.

3. Required English courses:

- 103 Public Speaking
- 201 English Literature

5 quarter hours must be elected from:

- 203 American Literature
- 204 American Literature

Other required courses:

- 301 Advanced Grammar and Composition
- 320 Shakespeare

10 additional quarter hours must be elected from the junior or senior courses listed in A3 above with at least 5 quarter hours of these being 400 numbered courses.

C. Faculty

Rank	Education	Experience	Publications
Assoc. Prof.	Ph. D.	10 years College	6 articles in magazines in France & Italy
Assoc. Prof	Ph. D. to be employed		
Asst. Prof.	M.A.	6 yrs. Public School 3 yrs. College	None
Asst. Prof.	M.A.	4 yrs. College	None
Instructor	M.A.	1 yr. Public School 1 yr. College	None
Instructor	M.A. to be employed		
Instructor	B.A. on leave to study for M.A.	2 years Public School 2 years College	None

Rank	Education	Experience	Publications
Instructor	M.A.	27 years Public School 16 years College (re-tiring this year)	None
Instructor	M.A. to be employed		

#### AMERICAN HISTORY

##### Hours required

A. As a major: a minimum of 50 quarter hours

1. Prerequisites:  
S.S. 113, 114 American History
2. Related Requirements:  
S.S. 383 Regional Geography of the U. S.
3. Required American History courses:  
At least 30 quarter hours must be chosen from:  
338 Economic History of the U.S. to 1865  
\*339 Economic History of the U.S. since 1865  
\*343 The Age of the American Revolution  
\*331 Diplomatic History of the U.S.  
347 The Old South to 1865  
348 Reconstruction of the New South (since 1865)  
335 Social and Intellectual History of the U.S. to 1865  
336 Social and Intellectual History of the U.S. since 1865  
\*341 Settlement of the United States  
333 Constitutional History of the United States  
*\*These courses will be offered in 1963-64 and alternate years, and those not so marked will be offered in 1964-65 and alternate years; depending upon future demand, this schedule may be only temporary.*

B. As a minor: a minimum of 40 quarter hours

1. Prerequisites  
S.S. 113, 114 American History
2. Related Requirements:  
S.S. 383 Regional Geography of the U.S.
3. Required American History courses: At least 20 quarter hours must be chosen from the courses listed under number A3 above.

C. Faculty

Rank	Education	Experience	Publications
Assoc. Prof.	Ph. D.		None
Assoc. Prof.	Ph. D. to be employed		
Asst. Prof.	M.A. (working on Ph.D.)	2 years Public School 4 years College	None
Asst. Prof.	M.A. to be employed		
Instructor	M.A. (working on Ph.D.)	6 years College	None
Instructor	M.A.	1 year College	None
Instructor	M.A.	1 year Public School	None
Instructor	M.A.	None	None
Instructor	M.A. to be employed		

EUROPEAN HISTORY

Hours Required

A. As a major: a minimum of 50 quarter hours

1. Prerequisites:  
S.S. 113, 114 American History
2. Related requirements:  
S.S. 385 Regional Geography of Europe
3. Required European History courses  
At least 30 quarter hours must be chosen from:  
\*303 The Renaissance and the Reformation  
\*304 The Rise of Absolutism in Europe  
\*305 The Age of Revolution in Europe  
306 Europe (1815-1870)  
307 Europe (1870-1918)  
308 Europe since 1918  
\*313 History of England (to 1715)  
\*314 History of Great Britain since 1715  
317 History of Russia (to 1917)  
318 History of the Soviet Union (since 1917)

(Course listing continued)

- 323 The Expansion of Europe Overseas (1415-1763)
  - 324 The Expansion of Europe Overseas (1763-1898)
  - \*325 Social and Intellectual History of Europe (to 1500)
  - \*326 Social and Intellectual History of Europe (since 1500)
  - \*357 Comparative European Governments and Their Development
- \*These courses will be offered in 1963-64 and alternate years and those not so marked will be offered in 1964-65 and alternate years. Depending upon future demand, this schedule may be only temporary.

B. As a minor: a minimum of 40 quarter hours

1. Prerequisites:  
S.S. 113, 114 American History
2. Related Requirements:  
S.S. 385 Regional Geography of Europe
3. Required European History courses: At least 20 quarter hours must be chosen from the courses listed under number A3 above.

C. Faculty

Same as under American History; however, the faculty members will teach in only one area.

## MATHEMATICS

Hours Required

A. As a major: a minimum of 60 quarter hours

1. Prerequisites: 111, 112, 113, 203, 204, 205 Algebra, Trigonometry, Analytic Geometry, and Calculus
2. Related Requirements:  
Completion of Intermediate French or German  
Engineering 111, 112, 113 Engineering Graphics  
Physics 201, 202, 203 General Physics  
or Chemistry 101, 102, 103 General Chemistry

3. Required Mathematics courses  
301 Differential Equations  
302 Theory of Equations  
303 College Geometry

At least 15 quarter hours should be elected from:

- 304 Introduction to Statistics
- 401 Advanced Calculus I
- 402 Advanced Calculus II
- 403 Determinants and Matrices
- 404 Modern Algebra
- 410 History of Mathematics

B. As a minor: a minimum of 45 quarter hours

1. Prerequisites: Same as A1 above
2. Related Requirements:  
Physics 201, 202, 203 or Chemistry 101, 102, 103  
Completion of Intermediate French or German
3. Required Mathematics courses:  
301 Differential Equations  
302 Theory of Equations  
303 College Geometry  
One course must be selected from A3 above.

C. Faculty

Rank	Education	Experience	Publications
Assoc. Prof.	Ph.D. to be employed		
Asst. Prof.	M.A.	13 years Public School 20 years College	None
Asst. Prof.	M.A. (working on Ph.D.)	16 years College	None
Asst. Prof.	M.A. (working on Ph.D.)	3 years College	None
Asst. Prof.	M.A. (working on Ph.D.)	5 years College	None
Instructor	M.A.	15 years Public School 4 years College	None
Instructor	M.A. to be employed		
Instructor	M.A. to be employed		
Instructor	M.A. to be employed		

CHEMISTRY

Hours Required

A. As a minor: a minimum of 36 quarter hours

B. Prerequisites:

- Chemistry 101, 102 General Chemistry  
Chemistry 103 General Chemistry and Qualitative Analysis  
Math 101, 102 Algebra and Trigonometry

C. Related Requirements:

Completion of Intermediate French or German

D. Required Chemistry courses:

At least 20 hours from the following sequences of courses:

301, 302 Introductory Quantitative Analysis

303, 304 Organic Chemistry

314, 315 Physical Chemistry

406 Principles of Biochemistry

E. Faculty

Rank	Education	Experience	Publications
Prof.	Ph.D.	15 years College	Mag. articles
Asst. Prof.	M.A. (working on Ph.D.)	8 years College	None
Asst. Prof.	M.A. to be employed		
Instructor	M.A.	1 year College	None
Instructor	B.S. (working on M.A.)	2 years Public School 1 year College	None
Instructor	M.A. to be employed		

SPANISH

Hours Required:

A. As a minor: a minimum of 39 quarter hours

1. Prerequisites: None

2. Related Requirements: None

3. Required Spanish courses:

221 Survey of Spanish Literature I

222 Survey of Spanish Literature II

If the student has had no Spanish in high school, these courses will be considered as electives. In addition, the following courses must be elected:

390 Advanced Conversation and Composition I

391 Advanced Conversation and Composition II

Course Listing Continued

323 Spanish Literature of the Renaissance and the Golden Age  
324 Spanish Literature of the 18th and 19th Century

B. Faculty

Rank	Education	Experience	Publications
Assoc. Prof.	Ph.D.	6 years College	Mag. articles
Asst. Prof.	M.A.	4 years Public School 10 years College	None
Asst. Prof.	M.A. (working on Ph.D.)	14 years Public School 2 years College	None
Instructor	M.A.	20 years College	
Instructor	M.A. to be employed		
Instructor	M.A. to be employed		

FRENCH

Hours Required

A. As a minor: a minimum of 39 quarter hours

1. Prerequisites: None
2. Related Requirements: None

3. Required French Courses:

201 Survey of French Literature  
202 Survey of French Literature

If the student has had no French in high school, these courses will be considered as electives. In addition, the following courses must be elected:

380 Advanced Conversation and Composition I  
381 Advanced Conversation and Composition II  
303 Seventeenth Century French Literature  
304 Eighteenth Century French Literature

B. Faculty

Same as in Spanish; however, most of the faculty will teach only one language.

## EDUCATION

The education of teachers will be an institution-wide function and will be a privilege shared by all the faculty and administration.

### Elementary Teachers

All students who plan to teach in a public elementary school must complete the Basic Requirements and complete the special requirements for teaching a specific grade or subject. These specific requirements consist of the following courses (some may be in basic requirements).

- Biol. 101 Principles of Biology  
Ed. 301 Introduction to Education (Prerequisite to all other courses in Education).  
Ed. 302 Foundations of American Education  
Ed. 303 Educational Psychology  
Ed. 401 The Teaching of Reading  
Psych. 201 General Psychology  
Psych. 202 Child Psychology  
Engl. 103 Public Speaking  
Engl. 310 Children's Literature  
Art 201 Art History and Appreciation  
Art 301 Art for Elementary Teachers  
Heal. 301 Health Education for the Elementary School  
Heal. 302 Physical Education for the Elementary School  
Mus. 111 Music Appreciation  
Mus. 311 Music Education in the Elementary School  
Physics Introduction to the Physical Sciences  
S.S. 113, 114 U.S. History  
S.S. 131 Physical Geography  
S.S. 203 U.S. Government  
S.S. 383 Regional Geography of the U.S.  
Ed. 401 or 402 Education Block. Student teaching, Procedures, Classroom Techniques, and Management. 15 quarter hours credit.

### Secondary Teachers

All students who plan to teach in a public secondary school must (1) complete the Basic Requirements, (2) select an academic major and a minor, (3) complete the special courses as listed below.

- Introduction to Education  
General Psychology  
Adolescent Psychology  
Educational Psychology  
High School Subjects (Will be taught by the department which offers the major elected)  
Student Classroom Techniques, Teaching, Procedures, and Management (Same as Elementary Education)

FACULTY

Rank	Education	Experience	Publications
Assoc. Prof.	D. Ed.	15 years College	Magazine articles
Assoc. Prof.	D. Ed. to be employed		
Asst. Prof.	M.A.	2 years College	Economic Abstracts
Instructor	M.A. to be employed		

## DEGREE IN MEDICAL TECHNOLOGY

Wilmington College will offer a degree program in Medical Technology in co-operation with the James Walker Memorial Hospital School of Medical Technology. Students may qualify for the Bachelor of Science degree in Medical Technology by completion of the Basic Requirement courses and the courses listed below with a minimum quality point average of 2.0, and by the satisfactory completion of the full course in Medical Technology at the Hospital. At least the third year must be in residence and the academic credits must be at least 135 quarter hours. Additional required courses are:

Biology 101 Principles of Biology I  
Biology 102 Principles of Biology II  
Biology 204 Human Anatomy and Physiology  
Biology 308 Microbiology  
Chemistry 101, 102, 103 General Chemistry and Qualitative Analysis  
(part of the Basic Requirements)  
Physics 101, 102 General Physics  
Chemistry 201, 202, 203 Organic Chemistry  
Physical Chemistry should be elected if the student load permits

## DEGREE IN NURSING

Students may qualify for the Bachelor of Science degree in Nursing by the completion of the Basic Requirements and the work leading to a Diploma in Nursing from an approved hospital or school of nursing. The usual 2.0 quality point average is required for graduation and the two years of academic work must be in residence.

## Minutes

The regular meeting of the Board of Trustees was held on Tuesday, June 11, 1963, in the Board Room in the Wilmington College Library Building.

Seven members present: Mr. John H. Fox; Mr. Frederick B. Graham; Dr. John T. Hoggard; Mr. Harry E. Payne; Mr. J. Fred Rippy, Jr.; Mr. B. D. Schwartz; and Mr. Raiford G. Trask. Representing the College: Dr. William M. Randall and Mr. A. R. Willis.

Dr. Hoggard, Chairman, called the meeting to order at 7:35 p.m.

President's Report:

Mr. Graham made the motion that the Board pass the necessary resolutions to effect a transfer of all properties now held by the present Board of Trustees to the new Board of Trustees effective July 1, 1963. Seconded by Mr. Payne. Passed.

Mr. Graham made the motion that, in view of the President's recommendation, the Board vote against admitting a freshman class to the Williston Unit of the College in the Fall of 1963. Seconded by Mr. Schwartz. Passed.

Dr. William C. Archie, Dr. Carmichael, and Dr. Boozer from the Board of Higher Education were introduced by Dr. Randall to the Board of Trustees. The report to the Director of the State Board of Higher Education of North Carolina on Wilmington College was introduced and discussed at length.

Dr. Archie told the Board that he, Dr. Carmichael, and Dr. Boozer were coming before the Board in the roles of friends, educators, and members of the Board of Higher Education.

Dr. Carmichael reported to the Board that the experience of the staff for a four-year college was the most important aspect in building a better institution; and if there were more time to enable Dr. Randall to obtain this experienced staff, the start of the institution would not be as perplexing as it now seems.

Mr. Graham made the comment that postponing the beginning of a four-year college beyond the fall of 1963 was impossible.

Dr. Carmichael went on to say that the Dewey Decimal system of classification in the library should be changed to the Library of Congress system; and also that the library should contain around fifty thousand volumes by the beginning of the Fall term. He told the Board that the only way the library could be adequately stocked was to have an experienced staff to select the books.

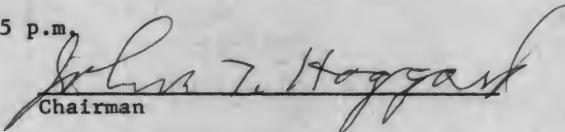
Dr. Carmichael told the Board that the curriculum should be set up to make as strong a program as possible and to limit the number of majors.

Dr. Archie suggested that the Board get the PhD's who are to be hired for next year or consultants in the field to start to work as of July 1 so that they might set up the library and obtain adequate laboratory equipment.

Dr. Archie suggested that it might be well to secure another person who has had experience in a four-year college as Dean of Faculty to assist Dr. Randall.

Dr. Archie asked that the Board be behind Dr. Randall in all that he does, even if it means limiting the enrollment for the third year. He assured the Board that "plenty of money would be available to the College" during the next biennium, and that if we required more, to come to him and he would get it for us. He said he was sure that we would be "delighted" with the budget which is being prepared by the Budget Division.

Mr. Trask moved to adjourn at 9:15 p.m.



John Z. Hoggatt  
Chairman

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Secretary

## Minutes

A special meeting of the Board of Trustees was called Wednesday, June 12, 1963, at 2:45 p.m.

Eight members present: Mr. Frederick Coville; Mr. John H. Fox; Mr. Frederick B. Graham; Dr. John T. Hoggard; Mr. Harry E. Payne; Mr. J. Fred Rippy, Jr.; Mr. B. D. Schwartz; and Mr. L. Bradford Tillery. Representing the College was Dr. William M. Randall.

Mr. Tillery resolved that the Trustees of Wilmington College have considered the Report to the Director of the State Board of Higher Education relating to Wilmington College and that the Board pledges immediately to implement the recommendation contained therein to the extent that is desired by the Board of Higher Education. The resolution was seconded by Mr. Graham. Passed.

Mr. Payne moved to adjourn at 3:45 p.m.

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Chairman

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Secretary

## Minutes

The regular meeting of the Board of Trustees was held on Tuesday, July 23, 1963, in the Board Room in the Wilmington College Library Building.

Eleven members present: Mr. Frederick Coville; Mr. John H. Fox; Mr. Frederick B. Graham; Dr. C. E. Hartford; Dr. John T. Hoggard; Mr. H. A. Marks; Mr. Harry E. Payne; Mr. J. Fred Rippy, Jr.; Mr. B. D. Schwartz; Mr. L. Bradford Tillery; and Mr. Raiford G. Trask. Representing the College were: Dr. William M. Randall; Mr. J. M. Crews and Mr. A. R. Willis.

Dr. Hoggard, Chairman, called the meeting to order at 7:35 p.m.

Mr. Tillery moved that the Board dispense with a reading of the minutes of June 11, 1963, and that they be approved. Seconded by Mr. Coville. Passed.

President's Report:

Dr. Randall reported to the Board that the enrollment for the first session of summer school was 19 students, and the enrollment for the second session is approximately 200 students.

Dr. Randall read letters from the President of the Senate, the Speaker of the House, and one other legislator in reply to Dr. Randall's letters thanking them for their support of a four-year college.

Dr. Randall read House Bill 1395 in reference to speakers at the College.

Mr. Fox moved that the whole matter referred to in House Bill 1395 be left to the Executive Committee and the administration for the interim period before the next Board is appointed. Seconded by Mr. Graham. Passed.

Dr. Randall reported to the Board that the State will tell the College how its money can be spent, how many teachers the College can employ, and how many students the College can accept.

Mr. Tillery made the motion that Boney, Ballard and McKim be appointed as the official architects for the new Liberal Arts building. The motion was seconded by Mr. Graham. Passed.

Finance Committee:

Mr. Willis told the Board that, because the College is in the process of transferring its funds in accordance with the instructions from the Department of Administration, a Budget Report for June was not prepared.

Mr. Graham suggested that funds from New Hanover County in the amount of approximately \$50,000 should be saved for capital improvement funds and deposited in the Wilmington College Foundation fund at 4 per cent interest.

-2-

Dr. Randall reported to the Board that he was told directly by the Budget Division and the Department of Administration that these funds must be deposited with the State.

Mr. Graham made the motion that the capital funds and all funds held by Wilmington College be turned over to the State after the Board's counsel has approved a legal transfer taking into consideration that a portion of these funds was contributed by New Hanover County for the purpose of building a Physical Education building. The motion was seconded by Mr. Tillery. Passed.

Mr. Tillery moved to adjourn at 8:40 p.m.

\_\_\_\_\_  
Chairman

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Secretary

## Minutes

The first meeting of the new Board of Trustees of Wilmington College was held on Thursday, September 26, 1963, in the Board Room in the Wilmington College Library Building.

Twelve Members Present: Mr. William Horace Corbett; Mr. Frederick B. Graham; Dr. C. E. Hartford; Dr. John T. Hoggard; Mrs. Cyrus D. Hogue, Jr.; Mr. Harry Payne; Mr. B. D. Schwartz; Mr. J. M. Smith; Mr. L. Bradford Tillery; Mr. Eugene Tomlinson; Mr. Raiford G. Trask; Mr. Arthur Wooten. Representing the College were: Dr. William M. Randall; Mr. J. Marshall Crews; and Mr. A. Rex Willis; Also present was Mr. Foster Edwards, Clerk of Superior Court. Representing the Star-News Newspaper was Miss Marti Martin.

Dr. Hoggard called the meeting to order at 2:00 p.m. and requested that Dr. Randall preside.

The first order of business was the swearing in of the members of the new Board of Trustees by Mr. Foster Edwards, Clerk of Superior Court. Oaths of office were signed by each member to be sent to the Secretary of State of the State of North Carolina and members received their commissions.

Election of Officers:

Mr. Graham moved that the Board elect Dr. Hoggard as Chairman of the Board of Trustees. Seconded by Mr. Schwartz. Passed.

Dr. Hoggard assumed the chair.

Mr. Payne moved that Mr. Tillery be elected Vice Chairman of the Board. Seconded by Mr. Tomlinson. Passed.

Mr. Schwartz moved that Mrs. Hogue be elected Secretary of the Board. Seconded by Mr. Graham. Passed.

Mr. Graham moved that Mr. Payne be elected Treasurer. Seconded by Mr. Wooten. Passed.

It was decided that the same Executive Committee would stand until the next meeting of the Board when Dr. Hoggard would announce appointment of committees and the chairman of each committee.

Minutes of the Executive Committee Meeting:

"The Executive Committee of the Board of Trustees met Thursday, September 12, 1963, in the Board Room of the Wilmington College Library Building.

"Six Members Present: Dr. John T. Hoggard, Chairman; Mr. Fred Graham; Dr. C. E. Hartford; Mr. Harry Payne; Mr. B. D. Schwartz; Mr. Bradford Tillery. Representing the College: Dr. William M. Randall; Mr. A. Rex Willis; Mr. J. Marshall Crews; and Mr. William J. Brooks.

"The meeting was called to order at 7:30 p.m. by Dr. Hoggard. Mr. Schwartz and Dr. Hartford were appointed to the Executive Committee by Dr. Hoggard.

"Dr. Randall explained to the Executive Committee that by State Law, the College may not grant scholarships derived from State funds to out-of-State students. The College has already committed itself to nine scholarships for out-of-State students for the year 1963-64. This commitment is in the amount of \$3,645. Dr. Randall proposed that the money for these scholarships be taken from funds made available by the White Bequest, Dunlea (WMFD), and the Bridge Club. The College will still lack a minimum of \$645 and a maximum of \$800 by the Spring Quarter of 1964. Mr. Graham suggested that if we did not receive enough scholarships to take care of this amount, that the money be borrowed. Mr. Graham moved that the Executive Committee authorize Dr. Randall to make this change of funds. Motion was seconded by Mr. Tillery. Passed.

"Mr. Tillery suggested that Mr. Crews make a graph showing the number of students the College would have lost if the SAT cutting score had been raised and also that Mr. Crews make a list of the SAT scores of this year's Freshman Class.

"Dr. Randall announced to the Committee that the College must submit to the Property Division our requests by November 1, 1963, for funds for capital improvements for the next biennium of 1965-67. The Committee decided to request funds for the following capital improvements: addition to Library, chemistry-physics building, demonstration high school, campus planning, roads and parking, demonstration elementary school, and alterations to existing buildings. These forms must be submitted to the Property Division so they may estimate the cost of buildings and equipment.

"It was suggested by Dr. Randall that additional trustees be appointed to the Wilmington College Foundation. It was decided that the matter would be taken up at the first meeting of the new Board of Trustees.

"Dr. Randall told the members present that he had received a letter from the National Science Foundation in which Mr. John T. Wilson, Acting Director, stated that the sum of \$2,000 has been granted to Wilmington College for research. This project is under the direction of Mr. Crews. Mr. Crews will receive \$1,500 for research expenses and the College will receive \$500.

"Mr. Graham moved to adjourn at 8:32 p.m.

Dr. Randall explained that after discussion with Dr. Wagoner it was decided that it is not feasible to request the demonstration elementary school. This school will be needed before the money necessary to build the plant could be appropriated. A garage will be needed in which College vehicles could be stored and a workshop is needed for repair jobs and woodworking. Dr. Hartford moved that all decisions made by the Executive Committee at this meeting be approved with the deletion of the request for the demonstration elementary school and the additional request for a garage and workshop. Seconded by Mr. Schwartz. Passed.

Dr. Randall reported that the State recommends that the Board meet quarterly, and that interim business be carried on by an Executive and other committees. The amount for per diems has been set for quarterly meetings at \$7 per member for each meeting. In addition, trustees traveling more than ten miles are to be reimbursed for mileage. However, several members of the Board, feeling four meetings to be inadequate, expressed opinions that the success of the College has been due partly to the fact that the Board has been willing to meet as matters of importance arose. Mr. Schwartz moved that the Board meet upon the second Tuesday of each month, and that necessary arrangements be made in regard to the per diems. Seconded by Mr. Payne. Passed.

Dr. Hoggard stated that meetings are subject to the call of the Chairman, and that as Chairman, he wishes to reserve the right to change the time and place of meetings so as to be able to convenience the majority of trustees.

Dr. Randall suggested the Board meet next on Tuesday, October 22.

The Board approved Miss Bonnie Raines to replace Miss Joanne Starnes as Assistant Secretary to the Board.

Mr. Tillery moved the following resolution be adopted by the Board of Trustees. Seconded by Mr. Payne. Passed.

"STATE OF NORTH CAROLINA:

"COUNTY OF NEW HANOVER:

"R E S O L U T I O N

"WHEREAS, the former Board of Trustees of Wilmington College have, by duly recorded instrument, conveyed to the present Board of Trustees of Wilmington College all property, real and personal, tangible and intangible, wheresoever located, to this Board, and;

"WHEREAS, this Board of Trustees, having been duly appointed, constituted and organized, is desirous of accepting said conveyance in accordance with the requirements of the General Statutes of North Carolina.

"NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Wilmington College that it accepts all properties formerly owned by the previous Board of Trustees and extends to the previous Board its thanks and the thanks of the community for the service which the members of the previous Board performed.

"Done at Wilmington, North Carolina, this twenty-sixth day of September, 1963.

BOARD OF TRUSTEES OF WILMINGTON  
COLLEGE

BY: John T. Hoggard  
Chairman

ATTEST:

Bonnie Raines  
Assistant Secretary

Report of the President:

Dr. Randall's report on the enrollment of the College for the Fall Quarter 1963 stated that we now have 905 students registered.

Members of the Board were given copies of a report regarding the number of students the College would have lost had the SAT cutting score been raised. Several members expressed opinions that we should now try to admit quality students, and that our admissions policy be made more rigid. Dr. Hartford asked Mr. Crews to make a report

showing the number of students the College would have lost had we been admitting students requiring the same standards as does The University of North Carolina. Mr. Graham suggested that a study be made by Mr. Crews of the admissions requirements of other State institutions and private institutions and make a recommendation to the Board at the next meeting. Dr. Hoggard appointed Mrs. Hogue and Mr. Payne to serve on a committee with several faculty members to assist Mr. Crews in this study.

Dr. Randall explained to the Board that the College cannot apply for accreditation until three classes have been graduated. An institutional self-study is suggested by the Southern Association to help the College examine itself. The Southern Association Standards are concerned with quality, not quantity. The College must decide upon its objective and must then show it possesses the faculty, trustees and physical plant to carry out these objectives. Dr. Randall said that our objectives are: to serve the commuting community and to teach liberal arts while training teachers. Dr. Randall gave each Trustee a copy of the "Manual for Self-Survey" and requested that they familiarize themselves with its content.

Mr. Graham moved that Mr. Addison Hewlet be elected counsel to the Board. Seconded by Mr. Wooten. Passed.

Mr. Schwartz moved that the architect fees for the proposed liberal arts building and physical education building be held at 6 per cent, as agreed in the original contract, rather than the 6.3 per cent now required by the State of North Carolina. Seconded by Mr. Payne. Passed.

Mr. Schwartz moved to adjourn to the ground breaking at 3:25 p.m.

John J. Hoggard  
Chairman

Mrs. Cyrus Hogue, Jr.  
Secretary

**MANUAL FOR INSTITUTIONAL SELF-STUDY**

## INTRODUCTION TO THE SELF-STUDY

The essential purpose of the self-study is the improving of the educational effectiveness of institutions. The self-study procedure is designed to help colleges and universities reassess their objectives, measure success in attaining them, explore ways and means by which educational efficiency may be improved and prepare for the ever-increasing demands upon institutions of higher learning. The program of self-study constitutes a process that has proved effective. It is one that permits each institution to measure itself qualitatively and to be measured by the evaluating visiting committee through identification of strengths and weaknesses, problems and solutions.

This Manual, as authorized by the Council of the Commission, is devised to assist colleges in their programs of self-study and to aid in the preparation for a visit by a committee from the Commission on Colleges and Universities. It is based upon previous Manuals, experience with studies in the Commission's institutional self-study and periodic visitation program, and materials for self-studies used by other accrediting associations.

As conceived by the Commission, the self-study, while it encourages an institution to examine its past history and to determine its present position in the educational world, is not a status study only but is one which should make it possible for the institution to project its educa-

tional program and to plan its growth within the framework of its purpose. The Commission continues to be aware of the diversity and variety of American institutions of higher education and believes that this diversity and variety is desirable.

The Commission stresses the institution-wide character of the self-study. Well in advance of the beginning of the study it should have full authorization and support by the Board of Control and by members of the faculty. The institution should recognize that a self-study is a major undertaking. It is time consuming and involves some financial outlay. It is desirable that funds be appropriated and that those who carry the heaviest responsibilities in directing the self-study should be relieved of some routine responsibilities and have such clerical assistance as is needed. Experience has demonstrated that in most cases an institution should allocate approximately two years for the study and visit. One institution may feel that a study can be completed in one year; another may feel it will require two years.

It may be stressed also that from the beginning all committees and other participants in the study must have a clear understanding of any previous plans or commitments which have been made by the Board of Trustees or the Administration. Such plans or commitments may have been made in regard to increasing enrollment and the ultimate size of the student body, adding to or altering plant facilities, changing the curriculum or adding new programs, shifting control to church, private, or state, or moving from junior to senior college status.

#### ORGANIZATION AND PROCEDURE FOR CONDUCTING A SELF-STUDY

Although there may be variations according to the needs of the institution, the following organization for the study may be helpful.

Each institution should appoint a steering committee. This committee should have the responsibility of explaining the study, its purpose and procedures, to the college community including faculty, administrative officers, and board of trustees. The committee should have over-all supervision of the study and responsibility for organizing the material into a coherent report.

1. The steering committee should arrange for the appointment of appropriate committees to cover each aspect of the study as outlined in the "Content of the Self-Study." It may also arrange for the appointment of necessary sub-committees in divisions and departments so that all areas may be evaluated. The institution may find it desirable to use some of the existing standing committees.

Committee organization may include an editorial committee to prepare the final self-study report which should be a narrative, unified document. As the name implies, the function of the editorial committee is to unify and synthesize into a narrative report findings and recommendations without assuming the function of a policy making group.

2. The steering committee should set up a time schedule:

- a. For the gathering of preliminary information and material.
- b. For regular meetings of the committees and sub-committees for the discussion of findings.

- c. For reporting quarterly to the Executive Secretary, with a very simple statement, the progress of the self-study.
- d. For the final organizing, editing, and reproducing of the report which must be in its final form with sufficient copies for distribution to members of the visiting committee at least three weeks in advance of the committee visit.

The self-study report should be narrative in style, following the outline of the "Content of the Self-Study." The report can be supported by necessary charts, graphs, and other illustrative material. Since the purpose of the self-study is a critical analysis of the institution itself, there should be frank recognition of weaknesses and problems, with recommendations for solutions to the problems. There should also be indications of differences of opinion where these have developed in the course of the study. The report should stress the critical areas, unique programs, and facets of the institution which are of special interest or concern to the faculty, administration, and governing board.

The self-study report is the property of the institution and is confidential in nature. The central office will treat it as such and will not duplicate or distribute copies. The college, as indicated before, should distribute copies in advance to the visiting committee. The central office will retain one copy.

Insofar as possible, the Executive Secretary of the Commission or his representative will visit the college during the self-study at the expense of the institution. The purpose of this visit will be to explain the nature of the program to the faculty and to assist, if needed, with

the committee organization, the overall schedule, and with any problems peculiar to the institution.

The Commission has taken no official action regarding the use of outside consultants by the institution in the course of the study. It would remind institutions, however, that the effectiveness of the program will depend to a great extent upon the participation of its own faculty and administration in the study. Some institutions have found it helpful to have the advice and counsel of college representatives who have already gone through the process of self-study. It is conceivable that the process of the self-study may identify major problems, and consultants may be called in for assistance in these specific areas.

#### CONTENT OF THE SELF-STUDY

As indicated throughout this Manual, the self-study is to be comprehensive. It should be an effort to examine and evaluate the past and the present in resources, faculty, students, programs, and clientele in terms of stated purposes and objectives. This is far more penetrating than a self-survey which merely gathers information. In this same searching way it seeks to determine how the institution may achieve its role more effectively through its resources, faculty, students, programs, and clientele. It is conceivable that the result of this projection may involve re-thinking or revising the stated purpose and objectives of the institution.

Although each institution is expected to apply every appropriate item in the outline to the institution as a whole, for various reasons these topics or their organization may be handled with flexibility and adapted to the particular situations within the institution. Some institutions may have areas of special significance which require more extensive treatment. If the report on this area, however, is of such bulk that it should not be included in the body of the report, it may be added as an appendix or as a supplement.

Pages 1 through 28 are designed to cover all areas of all types of institutions in a self-study, whether for initial accreditation or for re-evaluation. Junior Colleges, Senior Colleges, and Specialized and Technical Institutions seeking initial accreditation are expected

to use these topics and questions which apply to their institutions. It is unlikely, for example, that any applying institution will use the sections on Research, Special Activities, or Graduate School; yet these are included because there is the possibility that one or more of these sections might apply. References to "complex" institutions, professional schools may be ignored, and the word "institution" substituted throughout for "college" when this will be helpful.

Small single-purpose institutions may wish to use pertinent sections of the outline for departmental studies. Findings by departments need not necessarily be included as such in the final report but may be summarized in the final report on the institution as seems advisable.

Although in the suggested outline for the contents of the study the Manual uses many questions, it does not suggest or expect these to be answered "yes" or "no" or that the self-study be limited to the scope of these questions. They are intended to be provocative and should be answered where possible in essay form.

The report of the study should contain a brief introduction which will include a short historical sketch of the institution. The sketch should give the nature of the school's origin and development and its present affiliation, if any, with state or church groups. It may also show dates of significant changes in the history of the institution, as in curricula, type of control, type of student body, and scope of operation.

The introduction should describe the organizational pattern and the various committees that participated in and contributed to the institution's self-study.

#### I. THE PURPOSE OF THE INSTITUTION

Where is the purpose concisely stated? Is this statement regularly used in the catalog and other publications? Describe the origin and modification of the statement of purpose and illustrate if possible the continuity of the present statement to that of the past.

Who participated in formulating the original statement and who participated in modification of the statement? Does the present statement represent the views of the governing board and the faculty and are these groups fully acquainted with and in sympathy with the statement of purpose?

Describe the particular tasks to which the institution is committed. Have these tasks been studies in relation to the geographical area, the local community and the national and internation scene? Describe any recent studies that the college has made to relate its services to the needs of the surrounding area. Present any evidence of contribution to these needs.

In what way is the institution competing or cooperating with other colleges in the area? This may include local activities as well as extension centers, branches, and courses by correspondence or television.

What are the particular obligations of the institution to a church, to a private organization, or to a state legislature? To what extent have these organizations affected the purpose, objectives, and program of the institution? Are there any charter or legal obligations which

affect the purpose and program of the institution?

Are the purposes and objectives of each department, school, or division clearly stated, understood, and related to the purpose and objectives of the institution? What evidence is there that course offerings, degree programs, the faculty, the students, and the personnel program are related to or are in accord with the statement of purpose?

If it is possible, describe the faculties' and trustees' concept of the distinctive features of this institution.

What has the self-study uncovered which is not directly related to or is not in accord with the stated purposes and objectives of the institution? What changes or modifications, if any, are proposed as a result of this self-analysis and what procedure will be followed in bringing about these changes?

## II. FINANCIAL RESOURCES

The financial resources of an institution are of paramount importance in the attainment of the purposes and objectives, and in assuring stability and growth. Outline or chart the history and present status of endowment and annual income from endowment, gifts, sponsored research, tuition charges, scholarships, state grants, and other institutional support. Include in the outline dates of financial campaigns and statements regarding their success or failure, income from sponsored research, foundations and other sources.

Sketch the history of expenditures, indicating percentages for administration, instruction, research, plant, and auxiliary enterprises. Differentiate between operational expenditures and capital outlay.

Sketch the history of the indebtedness and of accumulated surplus or deficit at the end of a number of years. Describe the nature and amount of the present indebtedness, if any, and describe provisions for its amortization.

In light of the preceding charts and historical sketches, what conclusions may be drawn in regard to the present strength of financial resources? What conclusions may be drawn regarding trends during the history of the institution in expenditures, indebtedness, and income? Are present financial resources sufficient to carry out the stated aims and objectives of the institution?

Project additional resources needed to accomplish projected changes in the development of the institution. Describe the potential which the institution believes exists and describe the plans and methods proposed to obtain the necessary additional resources, such as changes in tuition, campaigns for endowment, etc. Describe activities of the Board in providing resources for the institution. How dependent are educational expenditures upon enrollment?

Describe budget-making procedures and budget control from the departmental level through the Board of Trustees. Describe and evaluate the accounting procedures, the insurance program, purchasing practices,

and investment policies. Is there a clear understanding and conviction that the business operation is an implement and device for carrying out the educational functions of the institution?

Are all funds received for each activity channeled through the Business Office? If not, how are they administered? Attach an operating statement and balance sheet for the past fiscal year.

### III. ORGANIZATION

While the same pattern of administrative organization is not required or expected in all institutions, an evaluation of the organization should emphasize its effectiveness or weakness in contributing to the institution's program. Is the organization properly planned, staffed and directed for cooperative decisions and policy making and for expedient executing of decisions and policies?

Chart in broad outline the institution's organization from the Board of Control through faculty committees. Describe the duties and responsibilities of all administrative officers. Are these duties and responsibilities clearly defined, understood, and accepted by the college personnel?

The following detailed charts should be drawn and cross reference made to them in other appropriate sections of the report:

- a. The Administrative Organization for Finance, Business Management, and Plant Operations.
- b. Administrative Organization for the Student Personnel Program, including recruitment, admissions, counseling, health, religious activities, student government, extra-curricular activities, inter-collegiate athletics, and housing.

- c. Administrative Organization of the Faculty, giving details for each department, school, and division and showing the line of responsibility to the president.

Attach a copy of the Faculty Handbook if it is available.

Are faculty duties and responsibilities clearly defined, understood, and accepted? What is the faculty evaluation of the faculty committee structure? What is the faculty evaluation of the total organization of the institution and its effectiveness in handling problems and in carrying out policy decisions?

Through what channels can students or faculty express themselves freely to the administration and make known their suggestions as to procedures and policies?

The Charter and By-Laws of the institution, Minutes of the Board of Control, and Minutes of the Faculty and various committees should be available for review by members of the visiting committee. An institution should have a record of each member of its Board of Control, including age, business or profession, civic activities, length of service on the Board, and record of attendance at Board meetings.

List the committees of the Board and comment on the functions of each. Illustrate the contributions made by each committee during the last five years. Where are there weaknesses and where are there strengths in the committee organization and in the performance of functions?

What major decisions have been made by the Board during the last five years? How recently has the Board studied and defined its responsi-

bilities and evaluated its contributions to the institution? Is there a tendency for the Board to go beyond policy making and into management at the institution? Who reports to the Board?

Has the Board been informed regarding this self-study and visitation? How actively has it participated in the study, what recommendations has the Board made regarding the institution's needs, and what steps does it propose to take to satisfy needs or to correct weaknesses?

IV. EDUCATIONAL PROGRAM

Are the degrees, course offerings, and admission policy in keeping with the size and the stated purposes of the institution? List the various degree programs. Complex institutions should list and comment briefly on the various ones, but should furnish a more detailed discussion in the section of the report on each college, division, or school.

Discuss the procedure for admission. Who determines the general policy? Is the admission policy designed to admit students who will profit most from the educational program?

Are admission statements in the catalog clear and are they followed? What exceptions to the stated policy have been made in the admission of students within the last few years?

Has there been any re-appraisal or evaluation of the admission program of the institution other than what has been done through this study? What major changes have been made in the admission policy during the last five years? What changes are now being proposed or considered?

What studies have been made to correlate high school grades and entrance test scores with college grades? How have the results of these studies been used?

Chart the number of applicants, the number of acceptances, and the number who entered during the last five years. Comment on conclusions that can be drawn from the number of applicants, number of acceptances, and the number who registered. List the enrollment by classes for the last five years. What conclusions can be drawn from this chart? Is the enrollment stabilized, or does the college anticipate an increased enrollment during the next ten years?

Does the institution have a policy governing early admission or granting advance standing? If so, describe.

Comment upon the recruitment program, personnel used, and describe special materials sent to prospective students.

Describe the organization and procedure for informing new students about the educational program and course offerings. Illustrate the portion of the orientation program designed to help the student select courses and to adjust to the academic life of the institution.

Are test results used for section arrangements or for advanced placement? If so, describe. Does the college find it necessary to have non-credit or remedial work for freshman students?

What academic counseling services are available for students after the first year? Has the institution reviewed its counseling program and based its appraisal upon faculty and student opinion?

Describe the procedure and responsibility for any changes in the curriculum. Comment upon recent, present, and proposed studies other than this self-study for the improving or changing the curriculum. What procedure is followed in adding new courses to the curriculum? What changes or recommendations have resulted or may result from this study in course offerings, proliferation and overlapping of courses, offering courses not listed in the catalog and listing courses in the catalog that are not offered.

Discuss the general education requirements and describe how the present program evolved. Give any tangible evidence of the effectiveness of the program in relation to the announced purpose of the institution and comment upon the effectiveness of the current program.

List and comment briefly upon the areas of majors and minors or fields of concentration in each degree program. Chart the number of required hours in each and list the number of students who have majored in each area in recent years. Evaluate the program of majors and minors in terms of the stated objectives of the institution. Is the number sufficient to achieve the objectives of the institution or are there programs which are inconsistent with the objectives?

What is the faculty evaluation of the present grading system and what efforts are being made to seek within the faculty some uniformity in the interpretation of the meaning of each grade? Include grade distributions for the entire college for a recent year and illustrate how this information is used and by whom.

Describe the policy of academic discipline and automatic exclusion. Who determines this policy, who administers it? Discuss any exceptions that have been made in the last three years. Describe the procedure for re-admission. In recent years how many students have been affected by these regulations?

Discuss the present or proposed plans for stimulating the gifted student. Describe honors programs, comprehensive examinations, or other devices used to excite superior work. Indicate the number of students and faculty involved. Describe various methods used to motivate students to enter these programs or to undertake independent studies.

What evidence is there that the institution is creating an intellectual atmosphere on the campus? Comment upon various devices used and their success or failure. Comment upon various means used to evaluate the impact of the educational program upon the daily life of the student. What evidence of the effectiveness of the academic program is revealed by the number of students who continue with graduate work? Comment upon the number of students who have in recent years received fellowships for study in graduate or professional schools.

What devices are used to evaluate the over-all effectiveness of the instructional program? Present available statistics drawn from freshmen, sophomore, and senior testing programs. It is suggested that during the course of this study each department evaluate its own effectiveness of instruction. What recommendations and conclusions do the results of these evaluations suggest?

## V. THE LIBRARY

The importance of the library in relation to the educational program, the faculty, and the intellectual life on the campus is inestimable. The college, therefore, will want to ascertain the quality and effectiveness of the library and with great care plan for its growth and increasing usefulness.

Describe the library staff, its organization, the training and experience of each member, and the faculty status held by any members. Does the faculty and administrative evaluation of the library staff show that it is efficient and effective? List and evaluate all responsibilities of the library beyond the receiving and distributing of books and periodicals, such as the audio-visual program.

Does the book and periodical collection reflect and support the purpose and educational task of the institution? What is the faculty evaluation of the library, including its strengths, needs, services, and holdings? Describe the procedure used by faculty for requesting materials. Describe the procedures used by the librarians for acquisitioning materials and for discarding holdings.

Describe the basis on which funds are allocated to various schools, divisions and departments and the basis on which funds are allocated for the basic book collection, periodicals, general references, and special collections.

What is the evaluation by faculty, administration, and librarians of the faculty and student use of the library? What is the evaluation by

members of the library staff of their effectiveness, their weaknesses, and the further contributions they may make to the educational program?

Has any recent study been made of the circulation of books in the library to show increase or decrease in the per capita use by faculty and students?

Describe the organization and activities of the Library Committee.

Chart library expenditures for the last five years. Project anticipated expenditures for the next five years in terms of possible increases or decreases in courses of study, changes in faculty, and changes in enrollment. What percentage of the educational and general budget has been allocated to library expenditures in the last five years?

Describe the adequacy and appearance of the library building, including all branch or departmental libraries.

If the institution has departmental or branch libraries, comment on their control, their quality, and their services.

#### VI. THE FACULTY

The morale, professional training, experience, and efficiency of the teaching faculty are of major importance in determining the quality of an institution. Is the faculty familiar with the purpose of the institution, the quality of the students, and the general administrative policies? Is a manual or handbook outlining the responsibilities of the faculty and general regulations available to each member of the faculty? Are new members of the faculty inducted into the purposes, policies, and the general regulations of the institution?

An analysis should be made of the faculty. This should include earned degrees, advanced training, experience, length of service at the present institution, and the graduate schools represented. It would prove helpful to indicate which members of the faculty are now engaged in graduate study, and, in a general way, when and where each expects to complete this study. Additional information should include post-doctoral studies, research activities, either sponsored or independent. What encouragement and financial assistance is the institution giving to members of the faculty who are continuing their graduate studies or who are engaged in research?

A chronological development of faculty salaries will prove helpful. This analysis should contain high, low, and median salaries for each academic rank over a period of at least five years and preferable ten. What are the policies governing salary increases and promotions? In addition to salaries, discuss "fringe benefits," such as retirement, insurance, housing, etc. Have these been recently re-examined in light of changing conditions and are they adequate to secure and retain effective teachers?

Project the institutional needs for faculty personnel over the next five or ten years and the necessary increase in faculty salaries to attract and hold competent and effective faculty. Does the college expect to have the resources in the years ahead to attract and retain the faculty necessary to continue to meet its objectives and to maintain its standards?

What is the normal teaching load? Is this adjusted to include size of classes, number of preparations, the amount of committee or administrative work, or personal research? Are there any restrictions on outside employment? If so, discuss.

Does the institution encourage attendance at professional meetings, and does it have a policy of assisting with travel expenses?

Are offices, classrooms, laboratories, instructional aids, and general working conditions sufficient for good teaching? Is any discontent expressed because of lack of facilities?

Are there limitations upon academic freedom? Discuss and indicate how familiar the faculty is with the policies governing academic freedom and tenure. Has the institution found it necessary to dismiss anyone on tenure during the last five years? If so, discuss.

Discuss the faculty organization. How often does it meet? Who presides? What are some of the major problems or areas recently or currently being considered by the faculty as a whole and by various committees of the faculty? What major changes and significant accomplishments has the faculty made in recent years?

Discuss the committee organization. How are assignments made? Which committees have been active in recent years? Which have been inactive? Are the committees and the faculty as a whole influential in determining institutional policies and development?

What has caused the faculty the greatest satisfaction in recent years? What are the causes of any faculty frustration? Have there been

any suggested remedies for the removal of these areas of frustration?

If an appraisal of a faculty's effectiveness is made, who inaugurates and makes this appraisal? Administration? Students? Departmental heads or other faculty?

In spite of the difficulty of appraising the faculty, each institution is aware of areas of strength and areas of weakness. These should be pointed out in the self-study.

Junior colleges may evaluate the effectiveness of instruction or the effectiveness of certain instructors according to the success or failure of students who continue their education in other institutions. The same principle may apply in senior colleges in relation to the success or failure of graduates who continue with advanced work in graduate schools or professional schools.

The effectiveness of faculty members may be evaluated through their stimulation of learning, as evidenced in the daily conversation of students, and through attracting students into honor programs or other types of independent study. The caliber of the student so attracted, however, should be considered.

## VII. STUDENT PERSONNEL

Faculty-student evaluation of the impact of the student personnel program upon the student and upon the educational program should be considered.

It is suggested that a copy of the chart of the administrative organization of the personnel program be included here. The objective in

this section will be to determine how the student-personnel program supports, contributes to, or detracts from the purpose and objectives of the institution. It is recognized that the organization and obligation of the student-personnel program will vary according to the nature of the institution and the type of the student body.

What have been the significant achievements of the student-personnel program in recent years? How must the student personnel-program be revised or reorganized to meet a changing academic program, increasing enrollment, and service to older age groups?

Describe and evaluate the facilities for and the supervision of student housing. How is residence counseling related to faculty, academic, and personal counseling? Describe the provisions for health and medical care. Are they adequate for present and future needs?

Chart the administrative organization in effect for extra-curricular activities and intercollegiate athletics, showing in each area the extent of faculty supervision or sponsorship and specific personnel in charge of the total program and of each phase of the program. Are students and faculty satisfied with this organization?

Are there any academic restrictions or minimums of achievement required for participation in extra-curricular activites? If so, describe.

What organizations or activites draw public attention to the institution? Do any of these organizations or activities drain financial resources from the educational program? How does each of these contribute to the development of the student in terms of the institution's purpose?

If the nature of the school permits, do students or student committees participate in the formulating of institutional policy decisions or in suggesting changes or modifications? If so, what are the procedures?

Describe the adequacy of the physical facilities for the student personnel program, such as gymnasium, health center, student activities building, and playing fields.

What control does the institution or the faculty exercise over existing social organizations such as fraternities and sororities, and what procedures are followed for the installation of new ones? Is it possible for student organizations and clubs to be organized without the knowledge and approval of the institution?

Describe the evaluation of existing social organizations and extra-curricular activities in terms of satisfying the needs of the students. Have they multiplied beyond the needs of the student community? Are there any student organizations which are not in accord with the stated purposes and objectives of the institution? What steps may be taken to eliminate unnecessary or undesirable organizations?

If student government exists, outline the organization, showing all representation held by groups on the campus and faculty and administrative supervision or sponsorship. Describe the powers of student government. How effective is it with the students? Is it accepted and supported by the faculty and administration?

Evaluate the orientation program. It is suggested that in this appraisal students and faculty should both be consulted.

Where are decisions made regarding the intercollegiate athletic program? Show in each major intercollegiate sport the number of students receiving financial assistance and the total amount of financial assistance awarded in each sport. Who administers this program of financial assistance?

In cases of any conflicting opinions among faculty, students, trustees, administration, and alumni regarding the athletic program, who makes the decision?

What is the administrative and faculty evaluation of the educational values of student participation in public performing groups, touring groups, choirs, drama groups, etc.?

Present the findings of the review and evaluation of the institution's methods of keeping records of students, of protecting the records, and of the coordination of records between offices.

A thorough review should be made of the employment and placement office, its cost, its organization, and its effectiveness.

Describe the organization of and faculty participation in the scholarship and loan program. Does the program satisfy the needs and purposes of the school? Chart the growth or changes in the scholarship and loan program and project into the future further needs and changes in the program. Show the sources of scholarship funds, such as gifts, endowment, tuition remission. Does the institution cooperate with other institutions in its scholarship and admission program?

What steps are taken to keep the alumni informed? Are any efforts being made toward a continuing education program for the alumni? What is

the extent of alumni influence upon the policy making and management of the institution? It is suggested that the alumni be requested to evaluate the effectiveness of the total over-all college program in accomplishing the purposes and objectives of the institution.

#### VII. PHYSICAL PLANT

The physical facilities should be judged in the relationship to the size, the educational program, and the stated purpose of the institution. A community college and a residential college will have different needs, yet a study should be made of the efficient use and adequacy of available facilities.

A careful appraisal, building by building, should be made. This should include a statement of age, general condition, recent renovations, needed renovations, and adaptability for present use. Special consideration should be given to fire prevention and protection especially where students are housed. Are the records in the Registrar's office and in the business office protected against fire?

A master plan of the physical plant should be available. It should indicate in the order of need the new facilities that are anticipated for the long-range development of the institution.

What restrictions in the college program are already apparent because of the need for additional physical facilities? What plans are underway, or contemplated, to meet these needs? Comment on any space utilization studies which may have been made.

Maintenance and general housekeeping are of real significance and are a contributing factor to the general atmosphere and appearance of the institution. Describe the institutional organization and responsibility for the maintenance of buildings and campus.

#### IX. RESEARCH

While the faculty of the colleges and universities have always made significant contributions in the field of research, programs of contract or sponsored research have developed rapidly in recent years and will probably continue to grow in scope. The following outline will pertain primarily to contract or sponsored research. Institutions may wish to consider it in relation to research sponsored by the institution through research grants to individual faculty members. The research program should be considered and appraised in the light of the total educational program, the use of physical facilities, the contribution to the instructional program, the stimulation of the faculty and students, or, possibly, dissipation of faculty energies and institutional resources.

Describe in detail the research activities, and chart the amount of funds and the sources of these funds for the last five years. Include both contract or sponsored and regularly budgeted institutional funds. Chart the administrative organization of the research program, and show the relationship of the program to the graduate school and to any professional schools or divisions.

Do the faculty and trustees feel that the research activities are related to and are contributing to the existing educational program? What

are the institution's obligations in sponsored research not directly related to the educational program? How are these justified in relation to the stated purposes and objectives of the institution?

Do records show that contract research grants cover all costs of operation, salaries, buildings, and other special facilities needed? Are revenues from contract research ever used to support other phases of the institutional program? If so, what would be the effect upon the educational program if sponsored research funds were withdrawn?

List the outstanding contributions which have been made through contract or sponsored research activities by members of the faculty. In what ways have students been involved in these activities?

#### X. SPECIAL ACTIVITIES

List and describe briefly all off-campus activities, including extension courses, extension centers, correspondence programs, branches, teaching by television. Describe the administration, faculty, and physical facilities involved in these programs.

List and describe briefly on or off-campus programs which are not part of the traditional pattern of day work, such as Saturday classes, evening classes, special adult programs, workshops, institutes, and non-credit programs. Describe the administration, physical facilities, and faculty involved in these programs. In what ways and to what extent may credit in the above programs be earned in fulfillment of degree requirements?

Show how each of the above programs is financed and determine whether or not each is self-supporting. If one is not self-supporting, show the

amount of funds budgeted from the regular institutional income.

What control does the regular faculty of the institution have over the above programs? Are the programs coordinated with the institution in use of the library, selection of faculty, planning of curriculum adoption of courses, and standards of instruction?

What is the faculty evaluation of the need, the justification, the value, the contributions, the strengths, the weaknesses of these special activities? Are all special activities related to the educational purpose of the institution? In these special activities is there any competition or overlapping with the special activities or normal activities of other institutions?

## Minutes

The regular meeting of the Board of Trustees of Wilmington College was held on Tuesday, October 22, 1963, in the Board Room in the Wilmington College Library Building.

Nine Members Present: Mr. William Horace Corbett; Mr. Frederick B. Graham; Dr. C. E. Hartford; Mrs. Cyrus D. Hogue, Jr.; Mr. B. D. Schwartz; Mr. James Smith; Mr. L. Bradford Tillery; Mr. Raiford G. Trask; and Mr. Arthur Wooten. Representing the College were: Dr. William M. Randall; Mr. J. Marshall Crews; and Mr. A. Rex Willis. Representing the Star-News Newspaper was Mrs. Louise Lamica.

Mr. Tillery, Vice-Chairman, called the meeting to order at 7:30 p.m.

Mr. Tillery announced the following appointments of committee members:

Executive Committee: Dr. John T. Hoggard, Chairman; Mr. Fred Graham, Vice-Chairman; Dr. C. E. Hartford; Mr. Harry Payne; Mr. B. D. Schwartz; and Mr. L. Bradford Tillery.

Finance Committee: Dr. C. E. Hartford, Chairman; Mr. W. H. Corbett, Vice-Chairman; Mr. Fred Graham; Mr. B. D. Schwartz; Mr. James M. Smith; and Mr. L. Bradford Tillery.

Building Committee: Mr. Fred Graham, Chairman; Dr. C. E. Hartford, Vice-Chairman; Mr. W. H. Corbett; Mr. Harry Payne; Mr. B. D. Schwartz; and Mr. Raiford G. Trask.

Grounds Beautification Committee: Mr. Raiford Trask, Chairman; Mr. W. H. Corbett, Vice-Chairman; Mrs. Cyrus D. Hogue, Jr.; Mr. Harry Payne; Mr. Eugene Tomlinson; and Mr. Arthur T. Wooten.

Student Activities Committee: Mr. B. D. Schwartz, Chairman; Mr. Harry Payne, Vice-Chairman; Dr. C. E. Hartford; Mr. James M. Smith; Mr. L. Bradford Tillery; and Mr. Raiford G. Trask.

Public Relations Committee: Mrs. Cyrus D. Hogue, Jr., Chairman; Mr. L. Bradford Tillery, Vice-Chairman; Mr. Fred Graham; Mr. Eugene B. Tomlinson; Mr. Raiford G. Trask; and Mr. Arthur Wooten.

Mr. Trask moved that the Board dispense with a reading of the minutes of September 26, 1963, and that they be approved. Seconded by Mr. Schwartz. Passed.

President's Report:

Dr. Randall recommended that the Board approve leaves of absence for Mr. A. Carl Gay, Assistant Professor of Social Sciences, and Mr. Calvin Doss, Assistant Professor of Mathematics and Superintendent of Buildings and Grounds. Both are working for doctorates. Mr. Graham moved that the Board approve leaves of absence for Mr. Doss and Mr. Gay. Seconded by Mr. Wooten. Passed.

Dr. Randall submitted to the Board for approval the following Statements of Need for Capital Improvements:

(1) Addition to Library Building: This proposed building would have facilities for a book collection of at least 250,000 volumes and a reader capacity of at least 1,000 students.

(2) Chemistry-Physics Building: The Chemistry and Physics laboratories and departmental offices are now located in Hoggard Hall, a general classroom building, which was constructed for the use of a junior college. The transformation of the College into a senior college has added junior-senior courses in the sciences to the curriculum and the laboratory space is now inadequate.

(3) Education Building: This would provide space for the Education and Psychology Departments. It will also provide space required for demonstration of teaching methods and procedures.

(4) Garage and Workshop: Urgently needed to store College vehicles and to provide space for minor maintenance.

(5) Roads and Parking: Need for roads has arisen with expansion of the College and will be necessary for access to new buildings and to fields used for the teaching of physical education. New parking lots will be required due to the increase in enrollment and number of faculty members.

(6) Greenhouse: This is needed to grow plants not available in Wilmington which are required for the teaching of general biology and botany.

(7) Campus Planning: Is necessary to assure proper usage of College land.

(8) Additional equipment for four biology laboratories: With the construction of the Liberal Arts Building and the proposed Chemistry-Physics Building, movement of the Art Department, two chemistry laboratories, and one physics laboratory will release four laboratory spaces to be converted to Biology laboratories which are needed for the senior college program in Biology.

The Board had previously decided to request that a demonstration high school be built on the College campus to aid in the training of teachers. Dr. Randall stated that in view of a resolution adopted by the New Hanover County Board of Education concerning this high school, the College no longer desires to request this facility. Dr. Randall explained that this resolution stipulates that: the high school should initially house 1000 students and will be planned eventually to house 1800 students; that use of facilities and program of instruction will be governed by the County Board of Education and the New Hanover County Public Schools Administrative Staff; that the high school will be staffed by appointees of the County Board of Education; and that the senior high school will be educationally planned by the County Board of Education and the County Public Schools Administrative Staff. Dr. Randall further explained that this would not be advantageous to the College. The College would only want to house in this demonstration school approximately 500 students and the Education Department would be unable to experiment with teaching procedures.

Mr. Graham moved that the Board not give further consideration to the request for the demonstration high school. Seconded by Dr. Hartford. Passed.

Mr. Graham commented that he was in favor of the Board requesting an entire separate building for the Library, rather than attaching it to the present Library Building.

Mr. Schwartz moved that the Board adopt Dr. Randall's suggested program for capital improvements with the deletion of the request for the demonstration high school. Seconded by Mr. Trask. Passed.

Dr. Randall announced to the Trustees that Mrs. B. D. Schwartz and Mrs. Robert Kallman wish to organize the Friends of Wilmington College. The purpose of this group, consisting solely of ladies, would be to raise money for the College. Dr. Randall said the group had met and organized by resolution and would have its next meeting Wednesday, October 23, 1963, in the Faculty Lounge of Wilmington College.

Mr. Willis reported that the State auditors had thoroughly checked our books and found no fault with the fiscal operation. However, the gross profit of the Bookstore did not meet their expectation. After taking inventory themselves, they discovered there was no shortage in the inventory, but the inventory taken on June 30, 1963, was incorrect. The percentage of profit then arose to what it should be, from 15 per cent to 22 per cent.

Dr. Randall announced that the Board of Higher Education had adopted the policy of holding every other meeting on a college campus. Mr. Smith moved that the Board invite the Board of Higher Education to meet at Wilmington College in April. Seconded by Mrs. Hogue. Passed.

Dr. Randall explained to the Board that the Southern Association will judge Wilmington College by how well we are carrying out our objectives. Dr. Randall suggested that a committee be appointed to determine the stated objectives of Wilmington College. Mr. Tillery appointed to this committee Dr. Hartford, Chairman, Mrs. Hogue, and Mr. Smith. The committee is to work independently of the Faculty Committee on Objectives.

#### Building Committee:

Mr. Graham reported that the work has begun on the new Physical Education Building. Mr. Willis confirmed that the Budget Commission had appropriated the necessary funds to build this plant.

Mr. Graham moved that the road encircling the athletic field be named Riegel Road in appreciation of the many things Riegel Paper Company has done for the College. Seconded by Mr. Corbett. Passed.

Mr. Graham suggested that measures be taken to have the road encircling the athletic field paved.

Dr. Randall said that the contract had been signed with the architects for the Liberal Arts Building and that tentative plans should be nearly complete.

Dr. Hartford expressed appreciation on behalf of Riegel Paper Company for the action of the Board in the naming of Riegel Road.

**Finance Committee:**

Dr. Hartford stated the total budget for the year 1963-64 is \$628,261, estimated receipts are in the amount of \$361,542, and the State General Fund Appropriation is \$266,719.

Dr. Randall announced there will be necessary salary adjustments made for the personnel of Wilmington College who are subject to the State Personnel Act.

**Student Activities Committee:**

Mr. Schwartz announced the shift to a senior college has made it difficult for Mr. Brooks to schedule games for our athletic teams. Our team this year will be playing as an independent team, belonging to no conference.

Mr. Graham moved that the Student Activities Committee be authorized to use the unexpended funds from the Athletic Field Improvement Fund for rest room facilities for the athletic field. Seconded by Mr. Trask. Passed.

Dr. Randall said the College has received formal requests from the High School and the American Legion for permission to use the athletic facilities of the College. Rental fees would be charged and those using these facilities would have to pay cost of lights.

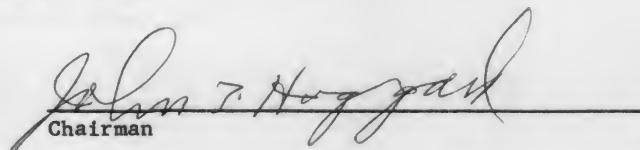
**Admissions Committee:**

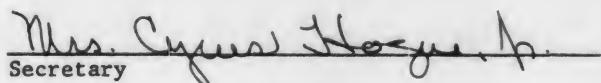
Mrs. Hogue reported the Admissions Committee had decided to ask the Board to approve a minimum SAT score for entrance of 750 and the applying a predicted grade average formula. Mrs. Hogue also stated the Committee had discussed the possibility of looking into the personal character of students, but no decision had been reached. At this time, however, the Committee was not ready to make any formal recommendations.

**New Business:**

Dr. Hartford moved that Mr. John Fox, Mr. Fred Rippy, and Mr. H. A. Marks be elected Directors of the Wilmington College Foundation. Seconded by Mr. Trask. Passed.

Mr. Graham moved to adjourn at 9:15 p.m.

  
John T. Hoggard  
Chairman

  
Mrs. Cyrus Hogue, Jr.  
Secretary

## Minutes

The regular meeting of the Board of Trustees of Wilmington College was held on Tuesday, November 26, 1963, in the Board Room in the Wilmington College Library Building.

Eight Members Present: Mr. Frederick B. Graham; Dr. C. E. Hartford; Dr. John T. Hoggard; Mrs. Cyrus D. Hogue, Jr.; Mr. Harry Payne; Mr. B. D. Schwartz; Mr. James Smith; and Mr. L. Bradford Tillery. Representing the College were: Dr. William Randall; Mr. A. Rex Willis; and Mr. J. Marshall Crews.

Dr. Hoggard, Chairman, called the meeting to order at 7:30 p.m.

Mr. Tillery moved that the minutes of October 22, 1963, be approved with the following corrections: (1) The paragraph which reads,

The Board had previously decided to request that a demonstration high school be built on the College campus to aid in the training of teachers. Dr. Randall stated that in view of a resolution adopted by the New Hanover County Board of Education concerning this high school, the College no longer desires to request this facility. Dr. Randall explained that this resolution stipulates that: the high school should initially house 1000 students and will be planned eventually to house 1800 students; that use of facilities and program of instruction will be governed by the County Board of Education and the New Hanover County Public Schools Administrative Staff; that the high school will be staffed by appointees of the County Board of Education; and that the senior high school will be educationally planned by the County Board of Education and the County Public Schools Administrative Staff. Dr. Randall further explained that this would not be advantageous to the College. The College would only want to house in this demonstration school approximately 500 students and the Education Department would be unable to experiment with teaching procedures.

should read,

The Board had previously decided to request that a demonstration high school be built on the College campus to aid in the training of teachers. Dr. Randall stated that in view of a resolution adopted by the New Hanover County Board of Education concerning this high school, the College no longer desires to request this facility. Dr. Randall explained that this resolution stipulates that: the high school should initially house 1000 students and will be planned eventually to house 1800 students; that use of facilities and program of instruction will be governed by the County Board of Education and the New Hanover County Public Schools administrative Staff; that the high school will be staffed by appointees of the County Board of Education; and that the senior high school will be educationally planned by the County Board of Education and the County Public Schools Administrative Staff. Dr. Randall further explained that this would not be advantageous to the College. The College would only want to house in this demonstration school approximately 500 students and the Education Department would be unable to experiment with teaching procedures. Dr. Wagoner, County Superintendent of Schools, concurred with Dr. Randall in this decision.

(2) The paragraph which reads,

Mrs. Hogue reported the Admissions Committee had decided to ask the Board to approve a minimum SAT score for entrance of 750 and the applying a predicted grade average formula. Mrs. Hogue also stated the Committee had discussed the possibility of looking into the personal character of students, but no decision had been reached. At this time, however, the Committee was not ready to make any formal recommendations.

should read,

Mrs. Hogue reported the Faculty Admissions Committee had decided to ask the Board to approve a minimum SAT score for entrance of 750 and the application of a predicted grade average formula. Mrs. Hogue also stated the Committee had discussed the possibility of looking into the personal character of students, but no decision had been reached. At this time, however, the Committee was not ready to make any formal recommendations.

Seconded by Mr. Schwartz. Passed.

Report of the President:

Dr. Randall recommended that Mr. Fred Toney, Jr., Assistant Professor in Mathematics, and Mr. Thomas E. Gay, Instructor in Social Sciences, be granted leaves of absence. Both are working for doctorates. Mr. Schwartz moved that leaves of absence without pay be given to Mr. Toney and Mr. Gay. Seconded by Mr. Payne. Passed.

Dr. Randall asked that Mr. Tillery read a letter written by Mr. T. W. Bruton, Attorney General of the State of North Carolina, to Mr. D. S. Coltrane, Consultant to the Governor, regarding expulsion of students from State educational institutions upon conviction for violations of municipal ordinances and that Mr. Tillery report on it at the next meeting of the Board.

Dr. Randall explained that in view of House Bill 1395, the College has required each visiting speaker to sign a statement, saying that he is not a member of the Communist Party; that he has never advocated the overthrow of the constitution of the United States or the State of North Carolina; and that he has never pleaded the Fifth Amendment. Dr. Randall said that the University of North Carolina, in enforcing this Bill, does not require that a statement be signed. The Board agreed that the signing of such a statement was unnecessary.

Dr. Hoggard requested that members of the Board study this matter of speaker-ban legislation further. Mr. Tillery suggested that Mr. Robert Calder be invited to speak at the next meeting of the Board.

Dr. Randall read the draft of the faculty resolution stating their disapproval of this law.

Dr. Randall read a letter he had written to Mr. G. A. Jones, State Budget Officer, requesting information concerning our 1964-65 budget. Mr. Jones has replied that we may not expect confirmation of our budget before February.

Dr. Randall announced that Mr. John H. Fox and Mr. H. A. Marks are happy to accept the action of the Board in electing them directors of the Wilmington College Foundation.

Dr. Randall said he had received a letter from Governor Sanford stating that Mrs. Charles Herbin has been appointed to the position of employment services representative. Her primary responsibility will be the recruitment of people who are qualified to compete for employment in State government. Her appointment represents an effort to assure all citizens equal job opportunities.

Dr. Randall told the Board that the rental for use of Brogden Hall by Wilmington College during the basket ball season 1963-64 has been set at \$50 for each game to which admission is collected.

Dr. Randall announced that Mr. Lawrence C. Rose has given \$100 to be used by the Athletic Department.

Dr. Randall told the Board it would be necessary for us to have a visit from Mr. Gordon W. Sweet, Executive Secretary of the Southern Association of Colleges and Schools. Also the College would like to interview prospective teachers here at the College. A letter was written to Mr. G. A. Jones, Jr., asking to what budget item the expenses for such visits should be charged. Mr. Jones answered that during the year in which the official accreditation investigation occurs, all the related expenses should be paid out of a line item set up under the purpose General Institutional Expenses, titled Accreditation Expense. During other years it would be proper to pay related expenses, such as those for the visit of Mr. Sweet, from the regular General Institutional Expenses. Mr. Jones further explained that as a special consideration to Wilmington College during the first year of its transition from a two-year to a four-year institution, the State will, for a limited period, authorize the payment of necessary travel expenses to prospective faculty members. After this arrangement is terminated, such travel may not be paid for with State funds. For the present, these expenses should be charged against the Travel line item under purpose 104, Instruction.

Mr. Schwartz moved that the Board adopt the Admissions' Policy recommended by the Admissions Committee and the faculty for the school year beginning Autumn, 1964. Revised requirements for admission are as follows:

A total of 750 on the Scholastic Aptitude Test with a minimum score of 325 on each of the verbal and math portions shall be required. A predicted grade average formula may be applied at the discretion of the Admissions Committee.

Transfers are to have the same minimum requirements as regular students with all transfer students being approved by the Admissions Committee.

The regular Admissions' Policy will not apply to students coming to Summer School only. Admission will be at the discretion of the Admissions Committee.

Graduate students will be admitted as Special Students at the discretion of the Admissions Committee.

Application blanks are to be revised to include a photograph of the applicant and a record of any criminal offense. The standard secondary school record form recommended by the AACRAO is to be used for the high school record of all who apply.

Any case not covered by these regulations will be referred to the Admissions Committee.

It is understood that these requirements are in addition to the requirements of graduation from an accredited high school and the proper correlation of high school curriculum with the applicant's proposed major.

Seconded by Dr. Hartford. Passed.

Dr. Randall reported that the architects hope to produce an adequate Liberal Arts Building from the \$500,000 appropriation. Part of the money now designated for equipment could be used for the building if private individuals could be interested in equipping certain sections.

Report of the Vice President for Finance:

Mr. Willis reported that the 1963-64 audit found the fiscal operation to be satisfactory.

Finance Committee:

Dr. Hartford told the Board that copies of the monthly report of the budget could be seen in the office of the Vice President for Finance.

Building Committee:

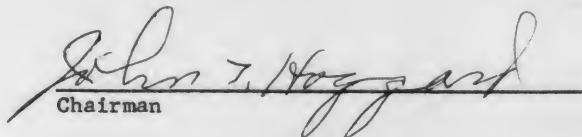
Mr. Graham reported there has been no progress made on the Physical Education Building. This problem is due to lack of steel, but the penalty clause in the contract will be enforced if the building is not completed by the specified date.

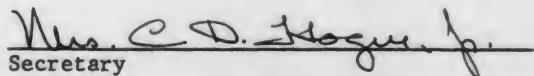
Dr. Randall stated that a request has been sent to Raleigh that a full-time position of Superintendent of Buildings and Grounds be established.

Student Activities Committee:

Mr. Schwartz said that construction of rest rooms at the baseball field cannot begin until approval is received from the State Board of Health.

Mr. Tillery moved to adjourn at 9:45 p.m.

  
John T. Hoggard  
Chairman

  
Mrs. C. D. Hoggard, Jr.  
Secretary

MINUTES  
BOARD OF TRUSTEES  
WILMINGTON COLLEGE

1964

ROLL FOR BOARD OF TRUSTEES  
1964

	1/21	2/25	3/24	4/21	5/19	6/16	7/20	8/25	9/29	10/27	11/24	12/29
<u>CORBETT, William H.</u>	X			X	X	X		X			X	X
<u>GRAHAM, Frederick B.</u>		X	X		X	X	X	X	X	X	X	X
<u>HARTFORD, Charles E.</u>	X						X	X				
<u>HOGGARD, John T.</u>	X	X		X	X	X	X	X	X		X	X
<u>HOGUE, Mrs. Cyrus D., Jr.</u>	X	X	X	X	X	X	X		X	X	X	X
<u>PAYNE, Harry E.</u>	X	X	X	X	X	X	X	X	X	X	X	X
<u>SCHWARTZ, Benjamin D.</u>	X	X	X	X	X	X	X	X	X	X	X	X
<u>SMITH, James</u>	X		X	X		X	X			X	X	X
<u>TILLERY, L. Bradford</u>		X	X	X	X		X	X		X	X	X
<u>TOMLINSON, Eugene B., Jr.</u>			X	X	X	X					X	X
<u>TRASK, Raiford G.</u>	X			X					X			
<u>WOOTEN, Arthur</u>	X	X		X	X	X			X		X	X

## Minutes

The regular meeting of the Board of Trustees of Wilmington College was held on Tuesday, January 21, 1964, in the Board Room in the Wilmington College Library Building.

Nine Members Present: Mr. William Horace Corbett; Dr. C. E. Hartford; Dr. John T. Hoggard; Mrs. Cyrus D. Hogue, Jr.; Mr. Harry Payne; Mr. B. D. Schwartz; Mr. James M. Smith; Mr. Raiford G. Trask; and Mr. Arthur Wooten. Representing the College were Dr. William M. Randall and Mr. A. Rex Willis.

Dr. Hoggard, Chairman, called the meeting to order at 7:30 p.m.

The minutes of the meeting of November 26, 1963, were read and approved.

President's Report:

Dr. Randall told the Board that on December 7, 1963, the College had been host to the Brunswick County Classroom Teachers Association.

Dr. Randall explained that in view of the fact that the new hospital will have no nurses training program, it would be desirable that such a program be established at the College. The College would, if so permitted by the Board of Higher Education, initially have an Associate Program in Nursing to begin in the Autumn of 1966. This could possibly develop into a four-year program over a period of years. It is believed that a survey made by Dr. MacDonald of the National League of Nursing will show a definite need for such a program in this area.

If this program is to be started in 1966, the necessary appropriations will have to be in the B Budget for the next biennium 1965-67. This Budget is due on May 11.

Mr. Payne moved that the Board of Trustees request that the Board of Higher Education approve the proposed Associate Program in Nursing Education to begin in the Autumn of 1966. Seconded by Mr. Schwartz. Passed.

Dr. Randall announced that a proposed faculty organization for 1600 students has been sent to the Budget Division of the State Department of Administration. Dr. Randall explained that it is important that the Budget Division think primarily not of the enrollment but of the curriculum to be taught. At the present stage of our development it is inevitable that some necessary classes in the junior and senior years which may have very small enrollments will be taught. They must be taught, nevertheless, because they are parts of major and minor requirements. As the College grows, these classes will increase in enrollment, but no new positions will be required.

The Board reiterated its desire to have Mr. Willis, whose formal title is Vice President of the College, made exempt from the State Personnel Act.

Dr. Randall told the Board that pavement of the road leading to the baseball field will begin as soon as some clay may be located.

-2-

Mr. Schwartz moved that the College offer a one-year scholarship to the Spelling Bee winner selected from the finalists of the eleven counties. Seconded by Mr. Trask. Passed.

Dr. Randall reminded the Board that the Board of Higher Education will meet at Wilmington College on April 17.

Finance Committee:

Mr. Willis announced that the anticipated income for the balance of the 1963-64 fiscal year is \$170,000. The College has one more registration period and a summer school registration which should be sufficient to take care of \$70,000. The balance is to come from the State.

Dr. Hartford suggested that Dr. Randall might have a list made of items that may be purchased for the College with money received from the County.

Student Activities Committee:

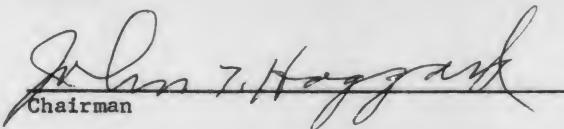
Mr. Schwartz told the Board of the various College student activities, including the clubs and their advisors.

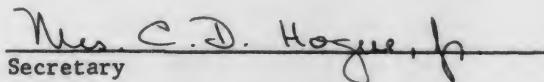
Mr. Trask moved that the Circle K Club be given permission to erect benches on the campus. Seconded by Mr. Wooten. Passed.

Faculty Admissions Committee:

Mr. Payne moved that the prerequisite high school courses listed for correlation in the catalogue of The University of North Carolina be used as the basic requirement for entrance at Wilmington College. Seconded by Mrs. Hogue. Passed.

Mr. Schwartz moved to adjourn at 8:43 p.m.

  
John S. Haggard  
Chairman

  
Mrs. C. D. Hogue, Jr.  
Secretary

## Minutes

The regular meeting of the Board of Trustees of Wilmington College was held on Tuesday, February 25, 1964, in the Board Room in the Wilmington College Library Building.

Seven Members Present: Mr. Frederick B. Graham; Dr. John T. Hoggard; Mrs. Cyrus D. Hogue; Mr. Harry Payne; Mr. B. D. Schwartz; Mr. L. Bradford Tillery; and Mr. Arthur Wooten. Present for the College were: Dr. William M. Randall; Mr. A. R. Willis; Mr. J. Marshall Crews; and Mr. Calvin Doss. Also present were Mr. Charles Boney and Mr. Herbert McKim. Representing the Star-News Newspaper was Mr. Robert Garson.

Dr. Hoggard, Chairman, called the meeting to order at 7:30 p.m.

Mr. Schwartz moved that the Board dispense with a reading of the minutes of the meeting of January 21, 1964, and that they be approved. Seconded by Mr. Wooten. Passed.

Building Committee:

Mr. Graham announced that his committee had approved in substance the plans for the Liberal Arts Building.

Mr. Charles Boney explained to the Board the internal and external structure of the building.

Mr. Graham moved that the Board approve the plans for the building as illustrated by Mr. Boney, and that final details be left to the discretion of the Building Committee. Seconded by Mr. Wooten. Passed.

Minutes of the Executive Committee:

"The Executive Committee of the Board of Trustees of Wilmington College met on Monday, February 24, 1964, in the Board Room in the Wilmington College Library Building.

"Four Members Present: Mr. Frederick B. Graham; Dr. John T. Hoggard; Mr. Harry Payne; and Mr. B. D. Schwartz. Department Heads Present: Mr. Frank Allen; Dr. Lloyd Bishop; Mr. William J. Brooks; Dr. Harold Hulon; Mr. Adrian Hurst; and Mr. Duncan Randall.

"Dr. Hoggard, Chairman, called the meeting to order at 4:45 p.m.

"Mr. Graham moved that the Executive Committee recommend that the Board of Trustees approve, upon the recommendation of Dr. Randall and the department heads, the following to become members of the faculty of Wilmington College: Mrs. Eugenia Blake, Department of Education and Psychology; Dr. Samuel T. Chambers, Department of Social Sciences; Dr. Antolin Gonzalez del Valle, Department of Modern Languages; Miss Sandra Gustafson, Department of Physical Education; Miss Virginia Mobley, Department of Physical Education; Dr. Pedro Oliver, Department of Mathematics; Mr. James T. Parnell, Department of Biology; Miss Melba Ann Rhue, Department of Mathematics; and Mr. Cornelius Swart, Department of Education and Psychology. Seconded by Mr. Payne. Motion carried.

"Mr. Payne moved that the Executive Committee recommend that the Board of Trustees approve Miss Helen Hagan as Librarian, upon the recommendation of Dr. Randall. Seconded by Mr. Schwartz. Passed.

"The meeting adjourned at 6:00 p.m.

Mr. Tillery moved that the minutes and action of the Executive Committee be approved. Seconded by Mrs. Hogue. Motion carried.

Dr. Randall distributed copies of the approved operating budget of Wilmington College for the year 1964-65. Members of the Board were also given copies of a letter from Mr. G. A. Jones, State Budget Officer, showing the "A" Budget regular session enrollments expressed as full-time equivalent students and the summer school enrollments as approved by the Advisory Budget Commission at its meeting of January 24, 1964.

Dr. Hoggard reported that the Wilmington College Foundation had met on February 14.

Dr. Randall read a letter from Dr. Sterling Stoudemire, Chairman of the Department of Romance Languages at The University of North Carolina in Chapel Hill, complimenting the College on its faculty and new buildings. Dr. Stoudemire was a guest speaker at the College during Fine Arts Week.

Dr. Randall told the Board that the Fine Arts Week had been very successful.

Student Affairs Committee:

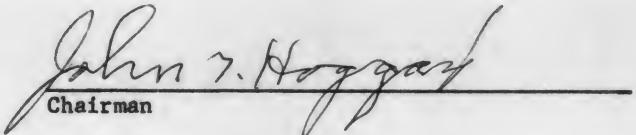
Mr. Schwartz presented a petition from 17 students to the Board requesting permission to establish at the College a fraternity chapter that would become affiliated with Pi Kappa Alpha. Mr. Schwartz assured the Board that the administration was in favor of national fraternities.

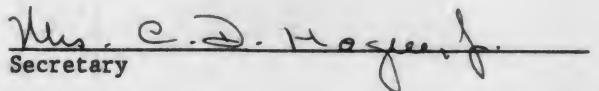
Mr. Graham suggested that a thorough study be made before any definite action was taken, and that rules be set up for the regulation of these groups.

Mr. Payne expressed his opinion as being in favor of the ultimate development of a fraternity system, but that a time restriction should be established, requiring that groups become members of national organizations within certain lengths of time.

Mr. Tillery moved that the Board approve in principle the idea of national fraternities and sororities on the College campus and that the faculty be authorized to explore the matter and form some specific recommendations. Seconded by Mr. Payne. Passed.

The meeting adjourned at 9:05.

  
John J. Hoggard  
Chairman

  
Mrs. C. D. Hogue, Jr.  
Secretary

## Minutes

The regular meeting of the Board of Trustees of Wilmington College was held on Tuesday, March 24, 1964, in the Board Room in the Wilmington College Library Building.

Seven Members Present: Mr. Frederick B. Graham; Mrs. Cyrus D. Hogue, Jr.; Mr. Harry Payne; Mr. B. D. Schwartz; Mr. James Smith; Mr. L. Bradford Tillery; and Mr. Eugene B. Tomlinson, Jr. Present for the College were: Dr. William M. Randall; Mr. A. Rex Willis; and Mr. J. Marshall Crews. Miss Marti Martin was present for the Star-News Newspaper and representing WMFD was Mr. John Powell.

Mr. Tillery, Vice-Chairman, called the meeting to order at 7:30 p.m.

Mr. Schwartz moved that the Board dispense with a reading of the minutes of the meeting of February 25th and that they be approved. Seconded by Mr. Payne. Passed.

President's Report:

Dr. Randall told the Board that he had received a letter from Dr. W. Amos Abrams, editor of the "North Carolina Education" magazine, commending Miss Phyllis Boyles, a junior at Wilmington College, on an essay she had written. This article is to be published in the magazine.

Minutes of the Executive Committee Meeting held March 10, 1964:

Members Present: Mr. Frederick Graham; Dr. C. E. Hartford; Mr. Harry Payne; Mr. B. D. Schwartz; and Mr. L. Bradford Tillery. Present for the College was Dr. William Randall.

This meeting was held for the purpose of interviewing Dr. J. Paul Reynolds of Florida State University for the position of Dean of Faculty authorized by the Advisory Budget Commission.

As a result of this interview, the Executive Committee recommends that Dr. Reynolds be employed as Dean of Faculty beginning July 1, 1964.

Mr. Schwartz moved that Dr. J. Paul Reynolds be hired as Dean of Faculty. Seconded by Mr. Smith. Passed.

Dr. Randall requested that Dr. Frederick M. Hornyak be hired to teach Physical Chemistry. Dr. Randall stated that the Executive Committee had given verbal approval of Dr. Hornyak.

Mr. Tomlinson moved that the action of the Executive Committee be approved and that Dr. Hornyak be hired. Seconded by Mr. Graham. Motion carried.

Mr. Payne moved that Mr. James E. Davis be hired to teach Advanced Accounting. Seconded by Mr. Smith. Passed.

Dr. Randall distributed Fall Quarter Enrollment sheets and gave baseball schedules to members of the Board. He also gave each trustee a report on the Athletic Department as of February 29, 1964.

Dr. Randall called to the attention of the Board his memorandum of March 13, 1964.

**Building Committee:**

Mr. Graham announced that plans for the Liberal Arts Building have been sent to Raleigh for approval. He said Mr. Bourne had questioned the large amount of space allotted to the Drama Department, but that the architects are sure that the situation will be clarified.

He reported that construction on the Physical Education Building was progressing nicely.

The live oak trees planted on the campus have been bruised, and Mr. Graham requested that measures be taken to correct the situation.

Mr. Graham expressed his desire that the Board consider a President's house and dormitories in the very near future.

Dr. Randall explained that the State would expect the incumbent President to furnish the house. The State would, however, furnish those things which would not ordinarily be required in a home.

Mr. Payne recommended that the Board plan ahead so the dormitories will not precede the President's house.

Mr. Tomlinson moved that the Board amend its request for capital funds for the next biennium to include funds for a President's home. Seconded by Mr. Payne.

After further discussion, Mr. Tomlinson's motion was passed.

Mr. Payne moved that the Chairman of the Building Committee be authorized to negotiate with Leslie N. Boney, Ballard, McKim & Sawyer, Associated Architects, for an estimate on the square footage of the proposed President's home and that this be done without promise of contract or cost to the College. Seconded by Mr. Graham. The motion was passed with Mr. Tillery voting in the negative.

Mr. Graham asked that Dr. Randall bring in a report at the April meeting on the procedures necessary to borrow money for the construction of dormitories and a cafeteria.

**Student Affairs Committee:**

Mr. Schwartz reported that he had received a letter from Mr. Thomas Brown, Chairman of the Student Affairs Committee, assuring the Board that his committee would continue to pursue the matter of fraternities and sororities at Wilmington College, exploring every known possibility. Mr. Brown stated in this letter that the committee was not ready to submit its report at this time.

Mr. Schwartz announced that an assembly would be held at 11:00 a.m. on March 25th for the purpose of recognizing Mr. Brooks and the baseball team for their fine performance last year.

-3-

Finance Committee:

In Dr. Hartford's absence, Dr. Randall reported that Mr. Willis has a copy of the Monthly Budget Report if anyone wanted to see it.

New Business:

Mr. Graham moved that the following Resolution be adopted by the Board. Seconded by Mr. Schwartz. Motion carried.

"R E S O L U T I O N

"WHEREAS, Mr. J. Fred Rippy, the former Secretary of the Board of Trustees of Wilmington College, is no longer a member of the Board, and;

"WHEREAS, Mrs. Cyrus D. Hogue, Jr., has been duly elected Secretary of the Board.

"NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Wilmington College that Mrs. Hogue, along with Dr. William M. Randall, shall be empowered to enter the safe deposit box presently held at Wachovia Bank and Trust Company and which contains documents of Wilmington College.

"Done at Wilmington, North Carolina, this twenty-fifth day of March, 1964.

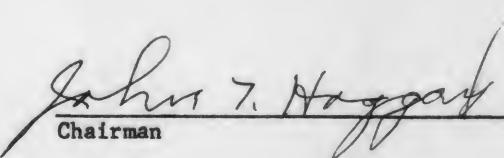
BOARD OF TRUSTEES OF WILMINGTON  
COLLEGE

By: John T. Hoggard  
Chairman

"ATTEST:

Mrs. Dorothy Marshall  
Notary Public

Mr. Schwartz moved to adjourn at 8:40 p.m.

  
John T. Hoggard  
Chairman

  
Mrs. Cyrus D. Hogue, Jr.  
Secretary

## Minutes

The regular meeting of the Board of Trustees of Wilmington College was held on Tuesday, April 21, 1964, in the Board Room in the Wilmington College Library Building.

Ten Members Present: Mr. William Horace Corbett; Dr. John T. Hoggard; Mrs. Cyrus D. Hogue, Jr.; Mr. Harry Payne; Mr. B. D. Schwartz; Mr. James Smith; Mr. L. Bradford Tillery; Mr. Eugene B. Tomlinson; Mr. Raiford G. Trask; and Mr. Arthur Wooten. Representing the College were Dr. William M. Randall; Mr. J. Marshall Crews; and Mr. A. Rex Willis. Present for WMFD was Mr. John Powell.

Dr. Hoggard, Chairman, called the meeting to order at 7:35 p.m.

Dr. Randall read two letters he had received from the Dean of Academic Affairs and the Dean of Men of West Chester College commending Mr. Brooks and his baseball team.

Dr. Randall told the Board that the State has authorized the College to continue using services of Riegel Paper Corporation for forest management.

Dr. Randall presented a memorandum from the Board of Higher Education requesting an expression from the Trustees as to the way they see their role in deciding policies for their institution.

The memorandum also requested a listing of our capital improvements in order of their priority. Dr. Randall announced that this list has already been sent and that representatives of the State Board of Higher Education will visit Wilmington College on May 1 for discussion of our requests.

Mr. Smith moved that Wilmington College join the College Entrance Examination Board. Seconded by Mr. Wooten. Passed.

Dr. Randall read resolutions of the American Association of University Professors concerning fair employment practices with respect to faculty and regarding the right of faculty members to make peaceful protests.

Dr. Randall informed the Board that the Board of Higher Education had authorized an Associate Degree in Nursing at Wilmington College effective in the Fall of 1965. He further stated that our request was for authorization of a program to begin in the Fall of 1966. The College does not have the necessary funds to hire a director of the program to organize the curriculum during 1964-65.

Mr. Schwartz said he felt that the College should do everything possible to start the program in 1965 due to the great nursing need in the area.

Dr. Randall reported that the request had been made for funds to build a president's home.

Dr. Randall told the Board he had received a letter from the Business Manager at East Carolina College explaining the necessary steps for borrowing money for the construction of dormitories.

Mr. Payne moved that the Board request funds for a men's dormitory and a women's dormitory, each to accomodate 200 students, and a cafeteria equipped to serve 2,000. Seconded by Mr. Tomlinson. Passed.

Dr. Randall reported that we still have no seats for our Physical Education Building.

Building Committee:

Mr. Willis announced that work on the Physical Education Plant is progressing rapidly.

Student Affairs Committee:

Mr. Tillery moved that the Board adopt the following recommendations made by the Faculty Student Affairs Committee for governing fraternities and sororities at Wilmington College and that this Committee be commended for a job well done. Seconded by Mr. Smith. Passed.

"That the Wilmington College Board of Trustees designate the administration as the appropriate College authority for recognition of fraternities and sororities and authorize the implementation of these rules and regulations.

"That as soon as possible after dormitories have been built on the campus that the College provide adequate facilities to be leased to the fraternities and sororities.

"That adequate social facilities be provided for all students regardless of fraternity or sorority affiliation.

Finance Committee:

Dr. Randall told the Board that Mr. Willis has a copy of the Monthly Budget Report if anyone wanted to see it.

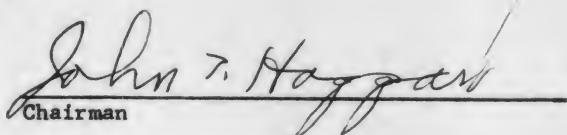
Mr. Schwartz moved that approval of the "B" Budget for 1965-67 be left in the hands of the Finance Committee. Seconded by Mr. Corbett. Passed.

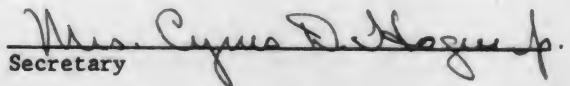
Grounds Beautification Committee:

Dr. Randall reported that grass is being removed from around trees so the lawn mower will not bruise them.

Dr. Randall informed the Board that the committee appointed by the Wilmington College Foundation to find ways of raising money for the College met on April 9, 1964.

Mr. Schwartz moved to adjourn at 9:05 p.m.

  
John T. Haggard  
Chairman

  
Mrs. Cyrus D. Haggard  
Secretary

The Wilmington College Board of Trustees, at its February 25, 1964, meeting, approved in principle the idea of national fraternities and sororities on the college campus with the stipulation that the faculty be authorized to explore the matter and form some specific recommendations. The Student Affairs Committee has undertaken this responsibility and submits the following report:

RULES AND REGULATIONS  
GOVERNING FRATERNITIES AND SORORITIES  
AT WILMINGTON COLLEGE

The following Rules and Regulations are to implement the College's policies in regard to fraternal groups, social clubs, or the like. These Rules and Regulations by their very nature are not at all inclusive and may be changed or modified from time to time by the appropriate College authorities as experience shows such changes to be desirable.

**I. GROUPS TO BE COVERED BY THESE REGULATIONS:**

All student organizations operating off campus composed of Wilmington College students who wish the privilege of recognition by the College. The groups must in due time be national in character. No group which is not approved by the appropriate College authorities shall be considered for official recognition unless it has been recognized by the College prior to the date of these Rules and Regulations.

**II. FACULTY STUDENT AFFAIRS COMMITTEE:**

It shall be the duty of this group to administer, interpret, and arbitrate all matters concerning these rules and regulations, until such time as the number of recognized fraternities and sororities reaches three. At that time an Inter Fraternity Council shall be established to be responsible for the duties listed in this section. However, the Student Affairs Committee reserves the right to rule on decisions made by the Inter Fraternity Council. The Inter Fraternity Council shall also serve to coordinate fraternity and sorority functions with other student activities.

III. RESPONSIBILITIES TO BE REQUIRED OF APPLYING GROUPS:

Any group wishing consideration for recognition must demonstrate that it has a high degree of academic interest as well as social interest. Worthy objectives other than social will be factors considered in determining eligibility for recognition. Whenever a recognized local group wishes to petition to become affiliated with a national, it must demonstrate to the committee its academic, social, and financial qualifications, and prove that it will be a positive influence for good on college life and activities and reflect credit on the institution. Great care should be exercised by the local authorities in selecting a national organization for affiliation. Besides the basic requirement that the National, if a social organization, be approved by the appropriate College authorities, the following five points should be investigated by the local group: (1) reputation for good conduct, (2) student morale, (3) academic standards stressed and obtained, (4) financial resources, and (5) worthy objectives other than social.

IV. RULES GOVERNING RUSHING, PLEDGING, AND MEMBERSHIP:

Membership in a fraternity, sorority, or other social organization shall be restricted to full-time students of the College who are carrying a minimum of 14 credit hours. Students may not be rushed or pledged until they have completed a full quarter's work (14 hours minimum) with a minimum quality point average of 2.0. Verification of a student's academic standing must be made at the registrar's office. Students who have completed one or more quarters at the College may be pledged and initiated at such time as determined by the Inter Fraternity Council, provided the student's quality point average for the previous quarter is 2.0 or better, or if the student has an overall 2.0 average.

V. INITIATIONS:

Initiations are the privilege of a fraternity, or sorority, or social organization so long as they are in good taste and in no way endanger the life or limb or the person being initiated. Physical punishment and dangerous stunts will not be tolerated. Hazing is prohibited by State law.

VI. FINANCES:

The full financial liability of the fraternity, sorority or other organized group rests in that group of students and its organization. The College will in no way be liable for debts or contracts made by them. Any contract entered into concerning the purchase or lease of real estate shall be scrutinized by the College in order to determine the organization's ability to fulfill the terms of the contract. All bills made with local merchants and others must be made in good faith and with reasonably certain knowledge of the organization's ability to pay such obligations promptly. Under no circumstances may the name of the College be used in securing credit; and the responsibility of the organization must be clear to the creditor.

VII. FRATERNITY AND SORORITY HOUSES: LOCATION:

It is desirable that fraternity and sorority houses be located on or near the College campus, but it is recognized that this is not practical at the present time. No such house may be located at any of the neighboring beaches. The location of a fraternity or sorority house should be within a respectable district and must be approved by the appropriate College authorities prior to the purchase or lease of such property.

HOUSE RULES:

Each fraternity and sorority shall submit detailed rules and regulations governing the use of the fraternity's or sorority's property and conduct of its members. The rules, after approval by the appropriate College authorities, must be posted in a conspicuous place in the fraternity or sorority house. All members shall be required to familiarize themselves with the rules, and the fraternity or sorority shall set up such organizations as needed to enforce them.

GUESTS:

Regulations concerning guests are to be made by each individual fraternity or sorority subject to review by the appropriate College authorities. Whenever there is mixed company at the house, there must be a college-approved chaperon present. Any group in residence in a house shall employ a house-mother approved by the College and she may act as chaperon. Any social affair conducted by a fraternity or sorority shall have a college-approved chaperon.

VIII. GENERAL CONDUCT:

The conduct of each member of a fraternity, sorority or other group is expected at all times to be that of a gentleman or lady. Should a fraternity, sorority, or other group conduct, tolerate or profit disorder or misconduct, the group as a whole will be held responsible and shall be disciplined as a body.

IX. PENALTIES:

Penalties for the infraction of rules and regulations may be applied against the individual, the sponsoring organization, or both the individual and the organization. A reprimand and warning by the College shall be given for minor infractions. This reprimand is entered in the student's personal folder and the organization's file. Probation is the penalty to be applied for more serious offenses. This means that further violations will result in social restriction. For further violation of rules and regulations, the offender will be placed under social restriction for an appropriate period. During the period, the offending organization may hold no social affairs and if the situation warrants it, may have its rushing and pledging privileges denied. Such restrictions shall be recorded in the files, and the information posted. In the case of a national fraternity or sorority, the National Board of Governors or other officials shall be notified. The College reserves the right to withdraw recognition of any group for cause.

The preceding rules and regulations shall apply at all times while the College is in sessions as well as during vacation periods, or until changed or rescinded by the appropriate College authorities. Each member of a fraternity, sorority or other organization should remember that he is a representative of Wilmington College and of his own organization at all times and should conduct himself accordingly.

This report is submitted with the following recommendations:

- I. That the Wilmington College Board of Trustees designate the administration as the appropriate College authority for recognition of fraternities and sororities and authorize the implementation of these rules and regulations.
- II. That as soon as possible after dormitories have been built on the campus that the College provide adequate facilities to be leased to the fraternities and sororities.
- III. That adequate social facilities be provided for all students regardless of fraternity or sorority affiliation.

THE STUDENT AFFAIRS COMMITTEE

Thomas P. Brown, Chairman  
M. Shannon Morton  
B. Frank Hall  
Franklin H. Allen  
Fred Vallianos  
Stephen E. Culbreth  
Boyce Ronnie Staton  
Jon Charles Wooten

The regular meeting of the Board of Trustees of Wilmington College was held on Tuesday, May 19, 1964, in the Board Room in the Wilmington College Library Building.

Nine Members Present: Mr. William Horace Corbett; Mr. Frederick B. Graham; Dr. John T. Hoggard; Mrs. Cyrus D. Hogue, Jr.; Mr. Harry Payne; Mr. B. D. Schwartz; Mr. L. Bradford Tillery; Mr. Eugene B. Tomlinson, Jr.; and Mr. Arthur Wooten. Representing the College were Dr. William M. Randall and Mr. A. Rex Willis. Representatives from Riegel Paper Corporation were Mr. Robert Richardson and Mr. Marty Fox. Present for the Star-News was Arnold Kirk.

Before the business meeting was called to order, Dr. Hoggard called on Mr. Richardson to report on the study made of the College Property.

Mr. Richardson recommended the forests on the College land be plowed and burned to insure against fire hazards. He also suggested a culture cutting but said this would not improve the remaining timber. The nature trail would be left completely intact.

Mr. Graham expressed his appreciation to Mr. Richardson and his group for their outstanding work.

Dr. Hoggard, Chairman, called the meeting to order at 7:45 p.m.

Mr. Graham moved that the Board of Trustees accept with gratitude the offer of Riegel Paper Corporation to continue to manage our property and that the Board's complete confidence in their ability be expressed. Seconded by Mr. Tomlinson. Passed.

Mr. Schwartz moved that the Board dispense with a reading of the minutes of the April 21st meeting. Seconded by Mr. Tomlinson. Passed.

#### Report of the President:

A letter from Mr. Charles Little was read by Dr. Randall. Mr. Little expressed his appreciation for the fine discussion on May 1 about the College's requests for capital improvements. His letter also stated that the committee hopes to have the recommendations regarding these requests in the hands of the Advisory Budget Commission before they make their annual visit in the summer.

Dr. Randall presented the "B" Budget for the biennium 1965-67.

Mr. Schwartz moved the Board approve the 1965-67 "B" Budget.

Dr. Randall read a memorandum from Dr. Archie suggesting that requests for funds to pay for the travel and subsistence of prospective staff members whom the College may wish to interview be included in the "B" Budget for the biennium 1965-67.

Mr. Payne amended Mr. Schwartz's motion to include this request for travel funds for prospective faculty members and other necessary items that may come up in the near future. Seconded by Mr. Graham. Motion as amended was carried.

Dr. Randall presented the following as prospective faculty members and stated that they had been thoroughly studied by the administration: William P. Edwards, Mathematics; Judith Bledsoe, Physical Education; Isabell Foushee, English; William F. Lowe, Modern Languages; Walser Allen, Jr., Social Science; and Robert H. West, Business.

Mr. Graham moved that the regular meeting be declared an Executive Committee meeting to approve the hiring of the six applicants. Seconded by Mr. Corbett. Passed.

Dr. Randall told the Board that although the Board of Higher Education had approved a Nursing Program to begin in the fall of 1965, there is no money in the 1964-65 budget to hire a Director to organize the curriculum and hire a faculty. It would be impossible to open the school in 1965 unless the Director were hired at least six months prior to the opening date to make these preparations. The College's request for State funds on which to operate the school would then be subject to final approval by the 1965 General Assembly.

Mr. Schwartz suggested that Dr. Randall contact Emory Grubbs, Director of the new hospital, to assure him that the College will make every possible effort to have the school open by 1965.

Mr. Payne moved that a fee be charged to each student for physical education services and that it be set at the lowest possible rate, not to exceed \$7.50. Seconded by Mr. Tomlinson. Motion carried.

#### Finance Committee:

Mr. Payne moved that a formal request be sent to the New Hanover County Commissioners to appropriate to the College the full amount of the ten cent tax levy, and other accumulated funds from the receipt of back taxes, and intangible tax. Seconded by Mr. Graham. Motion carried.

At Mr. Graham's request, Mr. Willis confirmed that the State does not allow the over-spending of a fixed budget under any circumstances.

#### Student Activities Committee:

Mr. Schwartz moved that any lessee of the College cafeteria be required to maintain an "A" Health Certificate from the State Board of Health in order to continue operation. Seconded by Mr. Graham. Passed.

#### Building Committee:

Mr. Graham announced that work on the Physical Education Building was progressing nicely.

He also told members of the Board that the architects are working on the plans for the Liberal Arts Building and said they anticipated no difficulty in having them approved by the State.

-3-

Mr. Schwartz urged Trustees to attend a concert given by the College Chorus in the Greenfield Amphitheatre on May 26.

Mr. Graham moved to adjourn at 8:45 p.m.

John R. Hoggard  
Chairman

Mrs. Cyrus D. Hogue, Jr.  
Secretary

## Minutes

The regular meeting of the Board of Trustees of Wilmington College was held on Tuesday, June 16, 1964, in the Board Room in the Wilmington College Library Building.

Nine Members Present: Mr. William Horace Corbett; Mr. Frederick B. Graham; Dr. John T. Hoggard; Mrs. Cyrus D. Hogue, Jr.; Mr. Harry Payne; Mr. B. D. Schwartz; Mr. James Smith; Mr. Eugene B. Tomlinson, Jr.; and Mr. Arthur Wooten. Representing the College were Dr. William M. Randall and Mr. A. R. Willis. Present for WMFD was Mr. John Powell.

Dr. Hoggard, Chairman, called the meeting to order at 7:35 p.m.

Mr. Schwartz moved that the Board dispense with a reading of the minutes of the May 19th meeting and that they be approved. Seconded by Mr. Tomlinson. Passed.

Report of the President:

Dr. Randall reported that 495 students had enrolled for the first session of summer school. Enrollment for the 1963 session was 227 students.

Dr. Randall told the Board that a program of tax sheltered annuities has been proposed for the faculty of Wilmington College. At the end of each year a portion of the teacher's salary is used to purchase an annuity. He does not pay income tax on this part of his salary until he withdraws it after the age of 65 when he has a lower tax rate. This plan is already working in public schools, but State law would need to be amended to include institutions of Higher Education before such contracts could be purchased at the College.

Mr. Payne moved that the Board approve the principle of tax sheltered annuities and that the administration explore ways and means of obtaining them at Wilmington College. Seconded by Mr. Graham. Passed.

Dr. Randall reported that the electrical meter school held at the College had been very successful. He said the group was pleased with the College and had indicated a desire to return next year.

Dr. Randall told the Board he had given several speeches in the past month about the College. He said the community interest in the College was increasing.

Dr. Randall announced that the Friends of Wilmington College have given \$4,000 to the College to be used for library books and that they have begun another campaign.

Mr. Graham offered a resolution of thanks to the Friends of Wilmington College for their services. Seconded by Mr. Tomlinson. Passed.

Dr. Randall told the Board that all students entering the Physical Education program must have a physical examination, the cost of which should be included in the Physical Education fee. Dr. Heber Johnson, who has in the past acted unofficially as College Physician, has offered a fair plan of rendering his services.

Mr. Schwartz moved that the Board accept Dr. Johnson as College Physician for a period of one year. Seconded by Mr. Wooten. Motion carried.

Dr. Randall distributed copies of the Handbook for University and College Regents to members of the Board.

Dr. Randall read a letter Dr. Archie had written to Emory Grubbs in which he stated he felt if the Trustees of the College insisted on the Nursing Program being given at the College, it would be given there rather than at a technical institute. But he said the final decision is up to the Board of Trustees.

Dr. Randall then read a letter Dr. Archie had written to him. In this letter Dr. Archie asked the Trustees, if they wanted the Nursing School, to reaffirm their request to the Board of Higher Education. If they no longer are interested in the program, the Trustees should publicly acclaim this and should ask that the Board of Higher Education release them from their approved request to begin such a program.

Mr. Graham stated he had first been in favor of having the program at the College because there was no one else to do it. Since that time he felt it would be best for the College to allow the Industrial Education Center to handle the program.

Mr. Payne expressed the opinion that an applicant to a Nursing Program at Wilmington College would be of a higher quality than one applying to the IEC.

Mr. Schwartz said the IEC would be unable to begin the program for two more years, and that Wilmington College should be willing to serve the needs of the community which helped make a four-year college possible here.

Mr. Schwartz moved that the Board reaffirm its request to begin a two-year Associate Program in Nursing at Wilmington College.

Mr. Payne amended Mr. Schwartz's motion to state the program should be expanded to a four-year program at the earliest possible time. Seconded by Mr. Wooten. Motion carried with Mr. Graham voting in the negative.

Finance Committee:

Mr. Willis reported a \$20,000-\$30,000 surplus would be carried over into next year.

-3-

Building Committee:

Mr. Graham told Board members the Physical Education Plant did not seem to be progressing satisfactorily.

Dr. Randall stated plans for the Liberal Arts Building were coming along very slowly.

Grounds Committee:

Dr. Randall reported that work on the roads was progressing nicely.

Mr. Payne moved to adjourn at 8:25 p.m.

John T. Haggard  
Chairman

Mrs. Cyrus Stague, Jr.  
Secretary

## Minutes

The regular meeting of the Board of Trustees of Wilmington College was held on Monday, July 20, 1964, in the Board Room in the Wilmington College Library Building.

Eight Members Present: Mr. Frederick B. Graham; Dr. C. E. Hartford; Dr. John T. Hoggard; Mrs. Cyrus D. Hogue, Jr.; Mr. Harry Payne; Mr. B. D. Schwartz; Mr. James Smith; and Mr. L. Bradford Tillery. Present for the College were Dr. William M. Randall; Dr. J. Paul Reynolds; and Mr. J. Marshall Crews. Representing the Star-News was Mr. Del Rollyson.

Dr. Hoggard, Chairman, called the meeting to order at 7:30 p.m.

Mr. Tillery moved that the Board dispense with a reading of the minutes of June 16, 1964, and that they be approved with the following correction:

Paragraph 21 which reads,

Mr. Payne amended Mr. Schwartz's motion to state the Nursing Program should be expanded to a four-year program at the earliest possible time. Seconded by Mr. Wooten. Motion was carried with Mr. Graham voting in the negative.

should read,

Mr. Payne amended Mr. Schwartz's motion to state the Nursing Program should be expanded to a four-year program at the earliest possible time. Seconded by Mr. Wooten. Motion carried with Mrs. Hogue and Mr. Graham voting in the negative.

Motion was seconded by Mr. Payne. Carried.

Dr. Hoggard asked that Dr. Randall act as Chairman during election of officers for the year 1964-65.

Mr. Schwartz moved that the 1963-64 officers be re-elected. These are Dr. Hoggard, Chairman; Mr. Tillery, Vice-Chairman; Mrs. Hogue, Secretary; and Mr. Payne, Treasurer. Seconded by Mr. Smith. Passed.

Report of the President:

Dr. Randall reintroduced Dr. J. Paul Reynolds to the Board.

Dr. Reynolds expressed his great pleasure of having the opportunity to work with Wilmington College.

Dr. Randall read a document confirming that the Board of Managers of the New Hospital will make available \$10,000 to Wilmington College to provide the necessary funds for faculty recruitment and for beginning the Nursing Program in 1965.

Mr. Schwartz moved that the Board of Trustees thank the Board of Managers for their offer and that the Trustees accept it with pleasure. Seconded by Dr. Hartford. Passed.

Dr. Randall told the Board he and Dr. Reynolds would like to attend a regional training conference planned by the Commission on Colleges to be held in September. The conference is designed for member institutions beginning their Self-Study, for institutions making application for initial accreditation by the Southern Association, and member junior colleges anticipating accreditation as senior institutions.

Mr. Tillery moved that Dr. Randall and Dr. Reynolds be authorized to attend this training conference. Seconded by Mr. Smith. Passed.

Dr. Randall announced that on June 15, 1964, the Advisory Budget Commission authorized an additional 1964-65 appropriation of \$38,000 for Wilmington College out of the Reserve for Conversion of Community Colleges to Four-Year Status. These funds are to be expended for library books, instructional equipment, and other special needs required for the development of Wilmington College as a fully accredited four-year institution.

Dr. Randall reported the Library now has 16,000 of the 20,000 volumes required by the State Department of Public Instruction.

Two proposals have been received by Dr. Randall from contractors to build dormitories at no cost to the College. Dr. Randall explained that for a set number of years the financial institution would receive the annual dormitory rent. At the end of this period, a free and clear deed to the structure is given to the College. Dr. Randall said this might be a means of acquiring dormitories for the College if the State refuses funds. The matter was turned over to the Building Committee for study.

Dr. Randall told the Trustees that members of the Social Science Department have requested that the College become a paying member of the North Carolina Center for Education in Politics. This organization has been established to improve the teaching of American Government and politics in the state and to encourage the more active participation of college educated North Carolinians in the democratic process.

Mr. Tillery moved the College become affiliated with the North Carolina Center for Education in Politics. Seconded by Dr. Hartford. Passed.

The Board was requested by Dr. Randall to begin thinking about employing a Security Officer. The College is presently patrolled by the Carolina Security Patrol.

Dr. Randall said he has been informed that State Law allows teachers in public schools, but not teachers in institutions of Higher Education, to purchase tax sheltered annuities. He expressed the desire that an attempt be made to amend the law to include teachers in institutions of Higher Education.

- 3 -

Members of the Board of Trustees were urged to attend the meeting Monday, July 27, with the Advisory Budget Commission.

Building Committee:

Mr. Graham reported that work seemed to be going slowly on the Physical Education Building.

He also said architects expect to be ready to receive bids on the Liberal Arts Building by September. They have received permission to have low stacks on this building which will be suitable for the architecture.

Finance Committee:

Dr. Hartford stated that the College ended the fiscal year with a surplus of \$68,283.19 The State is allowing the College to keep these funds for the last time.

Grounds Beautification Committee:

Mr. Payne said he and Mr. Trask would begin plans for beautification of grounds around the Physical Education Building.

Student Activities Committee:

Mr. Schwartz reported roads to the Physical Education Building will be completed during the Fall Quarter.

Mr. Graham moved to adjourn at 8:35 p.m.

John T. Haggard  
Chairman

Mrs. Cyrus Haggard, Jr.  
Secretary

bfr

## Minutes

The regular meeting of the Board of Trustees of Wilmington College was held on Tuesday, August 25, 1964, in the Board Room in the Wilmington College Library Building.

Seven Members Present: Mr. William Horace Corbett; Mr. Frederick B. Graham; Dr. Charles E. Hartford; Dr. John T. Hoggard; Mr. Harry Payne; Mr. B. D. Schwartz; and Mr. L. Bradford Tillery. Present for the College were Dr. William M. Randall; Dr. J. Paul Reynolds; and Mr. J. Marshall Crews. Representing the Star-News was Miss Marti Martin and representing WMFD was Mr. John Powell.

Dr. Hoggard, Chairman, called the meeting to order at 7:35 p.m.

Mr. Schwartz moved that the Board dispense with a reading of the minutes of July 20, 1964, and that they be approved. Seconded by Mr. Corbett. Passed.

Dr. Hoggard presented the following committee appointees for the coming year:

Executive Committee: Dr. Hoggard, Chairman; Mr. Graham, Vice-Chairman; Dr. Hartford; Mr. Payne; Mr. Schwartz; and Mr. Tillery.

Finance Committee: Dr. Hartford, Chairman; Mr. Corbett, Vice-Chairman; Mr. Graham; Mr. Schwartz; Mr. Smith; and Mr. Tillery.

Building Committee: Mr. Graham, Chairman; Dr. Hartford, Vice-Chairman; Mr. Corbett; Mr. Payne; Mr. Schwartz; and Mr. Trask.

Student Activities Committee: Mr. Schwartz, Chairman; Mr. Payne, Vice-Chairman; Dr. Hartford; Mr. Smith; Mr. Tillery; and Mr. Trask.

Grounds Beautification Committee: Mr. Trask, Chairman; Mr. Corbett, Vice-Chairman; Mrs. Hogue; Mr. Payne; Mr. Tomlinson; and Mr. Wooten.

Public Relations Committee: Mrs. Hogue, Chairman; Mr. Tillery, Vice-Chairman; Mr. Graham; Mr. Tomlinson; Mr. Trask; and Mr. Wooten.

Report of the President:

Dr. Randall showed Board members a copy of the approved "A" Budget for 1965-67.

It was announced by Dr. Randall that the annual audit of the financial records of the College has been completed. He said the State Auditors complimented our up-to-date accounting system and well-kept books.

Dr. Randall stated that pursuant to Public Law 88-204, the State Commission for the Higher Education Facilities Act of 1963 had announced its plan for participation in the Federal Government Grant Program. This grant program is to provide institutions of Higher Education with funds for science buildings, mathematics buildings, and libraries. North Carolina will receive \$6,000,000, one-third of which will go to community colleges. The State Commission has decided to give a large amount to private institutions where money is difficult to acquire for the purpose of capital improvements.

**Meeting of the Board of Higher Education:**

Dr. Randall reported that at the August 21st meeting of the Board of Higher Education Dr. Carmichael had resigned as Chairman of the Board. Mr. William A. Dees, Jr. was elected to fill the office.

At this meeting it was announced that East Carolina College would begin an institute for research in the development of educational programs and policies in Eastern North Carolina.

Charlotte College was authorized to grant a Bachelor of Arts degree in Biology.

The Board of Higher Education announced that North Carolina State College will open a branch at Fort Bragg. This will be a regular day school and will grant degrees.

Dr. Randall suggested that the Trustees meet on the fourth Tuesday of the month rather than on the third. This would enable the Board to have an immediate report on the actions of the Board of Higher Education which is held on the third Friday of each month.

**Southern Association:**

Dr. Randall said he and Dr. Reynolds were planning to attend the Atlanta Conference on Institutional Self-Studies.

Dr. Reynolds explained to the Board that the institutional self-study requires that the faculty, the Board of Trustees, and the administration compare their accomplishments with the objectives of the institution. This involved and thorough study will take approximately two and one-half years. Trustees were asked to study the Manual for Institutional Self-Studies.

**Advisory Budget Commission:**

Dr. Randall read letters from Mr. Thomas J. White and Mr. G. A. Jones, Jr. in which both expressed appreciation for the hospitality shown to the Advisory Budget Commission on their visit.

-3-

Mr. Graham moved that a formal invitation be sent to the Board of Higher Education to visit Wilmington College. Seconded by Mr. Payne. Motion carried.

Mr. Crews reported that 500 applications for the 1964-65 freshman class have been received. This is a 10 per cent increase over last year.

Dr. Reynolds announced that the new College catalogues should arrive during the next week.

Committee Reports:

Building Committee: Mr. Graham reported work on the Physical Education Building was still progressing slowly

He also stated that final plans and working specifications have been sent to Raleigh for the Liberal Arts Building. It will be at least 60 days before bids can be taken on the building.

Finance Committee: Dr. Hartford said he had a copy of the Monthly Report on Capital Improvement and the Monthly Report on the Budget if anyone wanted to see it.

Student Activities Committee: Mr. Schwartz said that during the 1964-65 school year fraternities and sororities would come to Wilmington College. He told Trustees he had attended an open house held by a fraternity and had been very impressed.

Mr. Payne moved to adjourn at 8:30 p.m.

John R. Hoggard  
Chairman

Mrs. Cyrus Hoggard Jr.  
Secretary

bfr

**Minutes**

The Board of Trustees of Wilmington College held its regular meeting Tuesday, September 29, 1964, in the Board Room in the Library Building.

Eight Members Present: Mr. Frederick B. Graham; Dr. John T. Hoggard; Mrs. Cyrus D. Hogue, Jr.; Mr. Harry Payne; Mr. B. D. Schwartz; Mr. James Smith; Mr. Raiford Trask; and Mr. Arthur Wooten. Representing the College were Dr. William M. Randall; Dr. J. Paul Reynolds; Mr. J. Marshall Crews; and Mr. A. R. Willis. Present for the Star-News was Miss Marti Martin and present for WMFD was Mr. John Powell.

Dr. Hoggard, Chairman, called the meeting to order at 7:30 p.m.

Mrs. Hogue moved the Board dispense with a reading of the minutes of the August 25th meeting and that they be approved. Seconded by Mr. Smith. Motion carried.

**Report of the President:**

Dr. Randall told Trustees that the scholarships given by the College to winners of county spelling bees sponsored by the Star-News originally included all costs except the Student Activities Fee. The College has recently been informed by the Budget Division of the State Department of Administration and the State Auditor's Office that laboratory fees may no longer be included in these fees despite the fact that they were promised. It was decided that some way should be found for the College to pay the laboratory fee.

Dr. Randall told the Board he felt the Advisory Budget Commission had been favorably impressed with the Wilmington Colleges requests for funds and that it was likely these requests would be approved.

Dr. Randall reported a new pump costing \$1,900 is being purchased for well #1.

Dr. Randall informed Trustees the College has at present enrolled 956 students for the Fall Quarter. Before registration is completed, this figure should reach over 1,000.

Dr. Reynolds asked the Board to authorize the administration to request approval of the Board of Higher Education for majors in Chemistry, French, Spanish, and Physical Education at Wilmington College.

Mr. Schwartz expressed his desire to have a strong major at the College in Business Administration. He said he felt there was a great need in the area for this program.

Mr. Schwartz moved the Board authorize the administration to request the approval of the Board of Higher Education for majors in Chemistry, French, Spanish, and Physical Education. Seconded by Mr. Payne. Passed.

Dr. Randall explained that if the College is to engage in the training of teachers it must have the approval of the North Carolina College Conference. The College will be visited sometime before the 20th of October by representatives of this Conference.

-2-

Dr. Reynolds stated the College is already meeting all requirements of this Conference.

Building Committee:

Mr. Graham reported that work on the Physical Education Building continues to be slow. He expressed the opinion that the building might not be ready for occupancy until January.

A letter was read by Mr. Graham from the State Consulting Architect stating that the review of the working plans for the Liberal Arts Building will be completed in the very near future.

Mr. Trask moved the Board adopt the following resolution:

"The Board of Trustees of Wilmington College, by this resolution passed unanimously at its regular meeting on September 29, 1964, expresses its deep sorrow and profound regret at the passing of Mr. Leslie N. Boney and conveys to his family its sincere sympathy.

"The Board also acknowledges by this resolution the great debt the College owes to Mr. Boney for his valuable services as architect for the original buildings of the College, which will stand as a dignified monument to his professional skill and artistry."

Seconded by Mr. Graham. Carried unanimously.

Mr. Graham reported the road to the Physical Education Building and Brooks Field are near completion.

Mr. Graham moved the following resolution be adopted by the Trustees:

"The Board of Trustees of Wilmington College at its regular meeting on September 29, 1964, has unanimously ordered that the following resolution be spread upon the minutes of the Board, and that a copy thereof be sent to the Honorable Terry Sanford, Governor of North Carolina.

"First, be it resolved that the Board of Trustees expresses to Governor Sanford on behalf of itself, the members of the faculty and administration, the students, and the community served by the College hearty appreciation and gratitude for the many and various thoughtful acts performed both directly and indirectly by him which have resulted in the furtherance of the aims and objectives of the College;

"and second, realizing that these acts constitute only a part of the great service to education accomplished under his administration, the Board further most sincerely compliments the Governor for his forethought and wisdom in appointing the Governor's Commission on Education beyond the High School, and upon his forthright support of the recommendations of this Commission, which actions have resulted in strengthening and improving the entire system of higher education in North Carolina and in giving to the youth of the State new and valuable opportunities for richer and fuller lives through learning at all levels."

-3-

Seconded by Mr. Smith. Carried unanimously.

Mr. Graham suggested that Mr. Willis present a report to the Board at its next meeting about Mr. Noe's plans for spraying and fertilizing the grass and trees on the campus.

Student Activities Committee:

Mr. Schwartz reported on the plans for the Department of Physical Education for 1964-65. He said activities are being planned for the intramural touch football program, the varsity basketball team, the baseball team and the golf team. The Department hopes to begin this year a soccer team, a junior varsity basketball team, a wrestling team, and a spring intramural program for men and women students.

Finance Committee:

Dr. Randall reported expenditures and income were normal for the month of August.

Mr. Schwartz moved to adjourn at 8:30 p.m.

John R. Hoggard  
Chairman  
Mr. Cyrus Hoggard Jr.  
Secretary

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## Minutes

The regular meeting of the Board of Trustees of Wilmington College was held on Tuesday, October 27, 1964, in the Board Room in the Wilmington College Library Building.

Six Members Present: Mr. Frederick B. Graham; Mrs. Cyrus D. Hogue, Jr.; Mr. Harry Payne; Mr. B. D. Schwartz; and Mr. L. Bradford Tillery. Representing the College were Dr. William M. Randall; Dr. J. Paul Reynolds; Mr. J. Marshall Crews; and Mr. A. Rex Willis. Present for the Star-News was Miss Linda Warren.

Mr. Tillery, Vice-Chairman, called the meeting to order at 7:30 p.m.

Mr. Payne moved that the Board dispense with a reading of the minutes of the September meeting and that they be approved. Seconded by Mr. Schwartz. Passed.

Report of the President:

Dr. Randall read a letter from Mr. Leslie N. Boney, Jr. thanking the Board of Trustees for their expression of sympathy at the death of Mr. Leslie N. Boney.

Commencement Plans:

After some discussion the Board decided it favors a regular diploma presented as a scroll, rather than a small diploma held in a leatherette case.

It was decided to invite the governor-elect to speak at commencement.

Dr. Randall told Trustees he was still in search of a good Director of Public Information.

Dr. Randall announced his plans to apply for a Federal Building Grant. He said that because of the rise in building costs since the estimate was made on the Liberal Arts Building, this construction will probably run over the appropriation.

Dr. Randall told the Board that he had been assured by Mr. Ballard of Ballard, McKim and Sawyer Architects the Physical Education Building will be ready by December 1.

Mr. Graham said he believed it would be January before the building would be ready for occupancy.

Trustees approved the idea of dedicating future buildings on the campus.

Enrollment:

Dr. Randall explained why the projected enrollment has not been reached. First, a change in the grade averages necessary for retention resulted in dropping 141 students at the end of Spring Quarter last year for academic deficiencies. Many of these students will return in the Winter Quarter. Second, the College Entrance Examination score required for admittance was

-2-

raised from 650 to 750 and fewer applicants were admitted to the Freshman Class. However, those admitted are better students and there should be fewer drop-outs and failures during subsequent years.

Dr. Randall stated the income from student fees will approximate the budgeted figure in spite of this factor.

Mr. Graham offered a resolution that the Board go on record as expressing its appreciation to Mrs. Jacob Horowitz for her gift of books to the College Library and that they be designated as a gift in memory of her son.

Dr. Randall announced that the New Hanover County Chapter of the American Contract Bridge Club has donated \$400 to the College scholarship fund.

Dr. Randall told the Board that the Collegiate Civitan Club wishes to build and pay for an entrance designed by Mr. Leslie N. Boney for Wilmington College.

Members of the Board agreed that the club should be encouraged and tentatively approved the idea.

Dr. Randall recommended that Miss Amelie Blyth's leave of absence for the Fall Quarter be extended to a full year. Miss Blyth, an Associate Professor of Biology, will be doing research work at State College.

Mr. Schwartz moved Miss Blyth's leave be extended to a full year. Seconded by Mr. Smith. Motion carried.

Committee Reports:

Building Committee: Mr. Graham read a letter from Mr. Boney stating he hopes to let bids on the Liberal Arts Building sometime after October 26.

Mr. Graham suggested that debris be removed from the College campus.

Student Activities Committee: Mr. Schwartz reported plans to encourage student attendance at local concerts.

Grounds Beautification Committee: Mr. Payne reported this committee has recommended that the azalea plants be moved to shady areas to prevent sun damage.

Mr. Willis said Mr. Dixon, City Director of Parks, will direct what plants should be moved and the proper time for moving, spraying, and fertilizing.

Mr. Payne suggested that a sign be designed which is suitable for the College architecture if the streets on the campus are to be named.

Mr. Schwartz moved to adjourn at 8:45 p.m.

John T. Hoggard  
Chairman

## Minutes

The regular meeting of the Board of Trustees of Wilmington College was held on Tuesday, November 24, 1964, in the Board Room in the Wilmington College Library Building.

Ten Members Present: Mr. William Horace Corbett; Mr. Frederick B. Graham; Dr. John T. Hoggard; Mrs. Cyrus D. Hogue, Jr.; Mr. Harry E. Payne; Mr. B. D. Schwartz; Mr. James Smith; Mr. L. Bradford Tillery; Mr. Eugene B. Tomlinson, Jr.; and Mr. Arthur Wooten. Representing the College were Dr. William M. Randall; Dr. J. Paul Reynolds; and Mr. A. R. Willis. Present for the Star-News was Miss Linda Warren.

Dr. Hoggard, Chairman, called the meeting to order at 7:30 p.m.

Mr. Tillery moved that the Board dispense with a reading of the minutes of the October meeting and that they be approved. Seconded by Mr. Schwartz. Passed.

Mr. George Clark, representative-elect, was introduced to the Board. Mr. Clark told Trustees he would do everything he could to help Wilmington College.

Dr. Hoggard asked Mr. Tillery to act as chairman.

Report of the President:

Dr. Randall read a letter from Governor Sanford thanking Trustees for their resolution of October 27 and congratulating the Board for the work they are doing at the College.

Dr. Randall told Trustees he has invited Governor-elect Dan K. Moore to speak at commencement exercises, but that this invitation has not yet been formally answered.

Dr. Randall announced the Board of Higher Education will visit Wilmington College on Saturday, December 12.

Dr. Randall told the Board he and Dr. Reynolds had attended a Nursing Conference to discuss the associate degree in nursing. The concensus of opinion at this meeting was that the two-year program belongs in a community or junior college. Dr. Randall explained that since the College is bound to start a school in 1965 to close the gap in the local nursing program which will be caused by the closing of James Walker Memorial Hospital, the College will do so and will continue the school until the Cape Fear Technical Institute is in a position to incorporate the program. At that time the College will have to choose between turning the program over to the Institute or making the program into a four-year course with a bachelor's degree in science.

Mr. Graham moved that if the State Board of Education can make provisions for the nursing school which are satisfactory to the College, to the doctors, to the Hospital and to the community, and if they can begin the school by 1965, that the program be turned over to them. Seconded by Mr. Corbett.

Mr. Schwartz expressed belief that Wilmington College is obligated to the community, to the Hospital, and to the doctors to carry out this program as proposed.

Dr. Hoggard moved to table Mr. Graham's motion. Seconded by Mr. Schwartz. Passed.

Dr. Randall suggested the Board adopt "Discere Aude", which means to have the courage to learn, as the College motto.

Mrs. Hogue moved the Board adopt "Discere Aude" as the College motto. Seconded by Mr. Schwartz. Passed.

Mr. Graham moved that all diplomas be signed by the President of the College and the Chairman of the Board of Trustees. Seconded by Mr. Payne. Motion carried.

Dr. Randall announced that he had received a letter from Dr. Charles F. Carroll, State Superintendent of Public Instruction, stating he plans to recommend to the State Board of Education that the 1964-65 teacher education graduates of Wilmington College be recognized in the regular manner for certification.

#### Committee Reports:

Finance Committee: Dr. Randall reported income and expenditures were normal in October.

Building Committee: Mr. Graham reported that the Physical Education Building is scheduled for occupancy for the middle of January. He also stated that minor changes are being made in the plans for the Liberal Arts Building.

Mr. Graham moved the Grounds Beautification Committee make some definite recommendations at the next meeting of the Board for planting magnolias on the campus. Seconded by Mr. Tomlinson. Passed.

Student Activities Committee: Mr. Schwartz reported that he had been visited by members of the Collegiate Civitan Club regarding a Leslie N. Boney memorial gate for the College. He said he had discovered that the club planned to raise funds for this project by soliciting businessmen.

Mr. Payne stated that he thought it was good for students to work internally but any external project should be cleared through the Board. He also said the Board should be careful not to completely discourage this group.

Mr. Tillery said he felt it to be the common concensus of the Trustees that this group should be directed not to solicit funds from local businessmen since the Board as yet has not adopted a policy for solicitation of funds.

Mr. Schwartz announced that since the State will not allow the College station wagon to be used for transportation to out-of-State athletic events the possibility of obtaining a bus from Queen City Trailways is being considered.

Mr. Smith suggested a study be made on the practicability of chartering buses for these events.

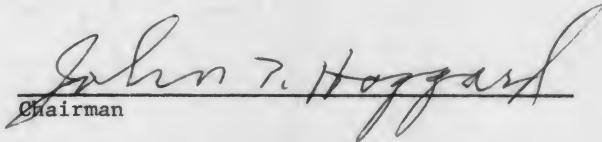
Public Relations: Dr. Randall told the Board of plans to interview Mr. David Warner, Assistant to the President at Peace College, for the position of Director of Public Relations.

Mrs. Hogue reported that salaries for the equivalence of two full-time counselors have been requested in the budget for the next biennium. She also expressed the desire that a placement officer be requested.

Mr. Tillery said he felt it could only be to our advantage to request a full-time placement officer and suggested the budget be amended to include this position.

Dr. Randall told Trustees he felt one man could handle the duties of Alumni Secretary, Placement Officer, and Director of Public Information for at least three years. He said he would investigate the matter further.

Mrs. Hogue moved to adjourn at 8:40 p.m.

  
John R. Hoggard  
Chairman

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Secretary

bfr

## Minutes

The regular meeting of the Board of Trustees of Wilmington College was held on Monday, December 28, 1964, in the Board Room in the Wilmington College Library Building.

Eight Members Present: Mr. William Horace Corbett; Mr. Frederick B. Graham; Dr. John T. Hoggard; Mrs. Cyrus D. Hogue, Jr.; Mr. Harry Payne; Mr. B. D. Schwartz; Mr. James M. Smith; and Mr. Eugene B. Tomlinson, Jr. Representing the College were Dr. William M. Randall; Dr. J. Paul Reynolds; Mr. A. R. Willis; and Mr. J. M. Crews.

Dr. Hoggard, Chairman, called the meeting to order at 7:30 p.m.

Mr. Schwartz moved the Board dispense with a reading of the minutes of the November meeting. Seconded by Mr. Smith. Passed.

Report of the President:

Dr. Randall read letters from Dr. William C. Archie, Mr. Howard Boozer, Mr. William Dees, and Mr. Joseph W. Grier, Jr. expressing their appreciation of the hospitality shown the Board of Higher Education on its visit to Wilmington College and expressing their delight in the progress made at the College during the last year.

Mr. Smith moved the Board of Trustees adopt the following resolution:

RESOLUTION OF BOARD OF TRUSTEES OF WILMINGTON COLLEGE

In Respect to Safe Deposit Box

"RESOLVED, that William M. Randall, President, and A. R. Willis, Vice-President for Finance, of this corporation be and each of them hereby is, respectively, authorized to rent from Wachovia Bank and Trust Company (hereinafter called Wachovia), Wilmington, North Carolina, a safe deposit box on behalf of and in the name of this corporation, subject to the rules and regulations of Wachovia, and that any two of the holders of the following offices shall have access to such safe deposit box: Chairman of the Board, Treasurer of the Board, Secretary of the Board, Chairman of the Finance Committee, President of the College, and Vice-President for Finance of the College;

"RESOLVED FURTHER, that the Secretary of this corporation shall certify to Wachovia the name or names of the person or persons holding the office or offices above specified and shall also promptly certify to Wachovia any change in the personnel of the holders of such office or offices while this resolution is in effect;

"RESOLVED FURTHER, that this resolution shall remain in full force until written notice of its amendment or rescission shall have been given to Wachovia by the Secretary."

Seconded by Mr. Schwartz. Passed.

Dr. Randall told Trustees the College has not yet received authorization to let bids on the Liberal Arts Building.

Dr. Randall announced Miss Margaret Shannon Morton has submitted her resignation as Dean of Women and that she plans to retire at the end of the present academic year.

Mr. Graham moved it be resolved by the Board of Trustees that it accepts with deep regret the resignation of Miss Morton and that it express its sincere appreciation to her for her loyalty and fine services. Seconded by Mr. Schwartz. Motion carried unanimously.

Dr. Randall said he plans to offer Mrs. Helena Cheek a part-time position of Dean of Women.

Dr. Randall told Trustees there are two reasons for wanting to change from the North Carolina State Retirement System to the Teachers Insurance and Annuity Association. First, TIAA makes for flexibility in hiring new faculty members. Secondly, TIAA pays a good deal more in retirement than does the North Carolina system. Dr. Randall stated that Mr. Charles Little of the State Board of Higher Education has written a letter requesting that any administrative action, faculty decision, or proposed action contemplated by Wilmington College in behalf of participation in TIAA be forwarded to his office. Action was deferred until further study has been made.

Dr. Randall told Trustees Mr. George Clark, Jr. has looked into the matter of having the Wilmington College campus declared a Bird Sanctuary. Mr. Clark found there is a local modification for New Hanover County which allows the County, in its discretion, by ordinance, to create a Bird Sanctuary in this County. It appears that no State legislation is necessary to accomplish this, only action by the County Commissioners. Mr. Clark stated that Mr. Tillery as County Attorney and a Trustee of Wilmington College can probably take care of this.

Dr. Randall informed Trustees that Governor-Elect Moore will not be the Commencement speaker to the 1965 Senior Class. Dr. Hoggard suggested Lieutenant-Governor-Elect Robert Scott be invited to speak.

#### Finance Committee:

Dr. Randall reported that financial affairs were in order for the month of November.

#### Building Committee:

Mr. Graham said the Physical Education Building is 98 or 99% completed. Dr. Randall added that the building is scheduled for inspection January 6.

Mr. Graham suggested the pine trees in front of the building be thinned out as it is a good time of the year for this task.

Mr. Graham moved the proposed Liberal Arts Building be named in honor of Mrs. Sarah Graham Kenan. Seconded by Mr. Payne. Passed unanimously.

Mr. Graham said funds received from the Kenan estate had been placed in Wachovia Bank and Trust Company and will earl 4½% interest annually. Mr. Graham moved this fund be named the Sarah Graham Kenan Fund and that the income of this fund be used only to supplement salaries of worthy faculty members or to assist them in obtaining terminal degrees. Mr. Graham further moved that at an early date this Board work out a systematic plan for the management of this Fund to assure that the fund will be handled according to the Statutes of North Carolina relating to such funds. Seconded by Mr. Schwartz. Passed.

Mr. Graham announced that Mrs. Lucille Marvin has given \$100 to the Library and \$100 to the Wilmington College Foundation, and that Mr. Frederick Coville has given \$1000 to the Foundation. Mr. Graham offered a motion that the Board of Trustees express its deep appreciation to Mr. Coville for the interest he has always shown in the College and for the fine contribution he has recently made to the Foundation. Seconded by Mr. Payne. Motion carried unanimously.

#### Student Activities Committee:

Mr. Schwartz reported the basketball team has done very well this year and will soon be playing in the new Physical Education Building.

Mr. Schwartz expressed his desire for the College to have a lecture series beginning next fall. He said he felt it would be a good service to the community and to the students.

#### Grounds Beautification Committee:

Mr. Willis reported that all azaleas on the campus have been moved and that straw has been put around them.

Mr. Graham said he would like to have magnolias and live oaks planted around Riegel Road. Mr. Corbett moved Mr. Willis take charge of this program if funds can be made available for it. Seconded by Mr. Payne. Motion carried.

#### Public Relations Committee:

Mrs. Hogue reported that Mrs. Robert Taylor is acting as part-time Public Information Officer at the College on a temporary basis. Dr. Randall said Mrs. Taylor is doing a fine job and he

-4-

might be willing to offer her a permanent position. He added that plans have been made to interview Mr. David Warner, who is Assistant to the President at Peace College, for the position of Public Information Officer.

Mr. Payne moved to adjourn at 8:45 p.m.

John T. Hoggard  
Chairman

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Secretary

bfr

MINUTES  
BOARD OF TRUSTEES  
WILMINGTON COLLEGE

1965

ROLL FOR BOARD OF TRUSTEES  
1965

	1/26	3/23	4/27	6/8	7/6	8/24	Special 9/22
<u>CORBETT, William H.</u>							
<u>GRAHAM, Frederick B.</u>	X			X	X	X	X
<u>HARTFORD, Charles E.</u>		X					X
<u>HOGGARD, John T.</u>	X	X	X	X	X		
<u>HOGUE, Mrs. Cyrus D., Jr.</u>	X	X	X	X	X	X	X
<u>PAYNE, Harry E.</u>	X	X	X	X		X	
<u>SCHWARTZ, Benjamin D.</u>	X	X	X	X	X	X	X
<u>SMITH, James</u>	X	X	X	X		X	X
<u>TILLERY, L. Bradford</u>	X		X	X	X	X	X
<u>TOMLINSON, Eugene B., Jr.</u>		X			X		
<u>TRASK, Raiford G.</u>			X				
<u>WOOTEN, Arthur</u>	X		X	X	X	X	

## Minutes

The regular meeting of the Board of Trustees of Wilmington College was held Tuesday, January 26, 1965, in the Board Room in the Wilmington College Library Building.

Eight Members Present: Mr. Frederick B. Graham; Dr. John T. Hoggard; Mrs. Cyrus D. Hogue, Jr.; Mr. Harry Payne; Mr. B. D. Schwartz; Mr. James Smith; Mr. L. Bradford Tillery; and Mr. Arthur Wooten. Representing the College were Dr. William M. Randall; Dr. J. Paul Reynolds; Mr. A. R. Willis; Mr. J. Marshall Crews; and Mrs. Robert N. Taylor. Present for the Star-News was Miss Marti Martin.

Dr. Hoggard, Chairman, called the meeting to order at 7:30 p.m.

Mr. Tillery moved that the Board dispense with a reading of the minutes of the December meeting and that they be approved. Seconded by Mr. Smith. Passed.

Report of the President:

Trustees were informed by Dr. Randall that Lieutenant-Governor Robert W. Scott has accepted the invitation to be our commencement speaker.

Dr. Randall reported that applications for the Fall of 1965 have increased 232% over last year. There were 78 applications last year at this time; this year, there are 181 freshmen applicants. He stated this would put a strain on the faculty and college facilities.

Dr. Randall recommended the Trustees set up physical examination entrance requirements. This would require smallpox vaccination, tetanus toxoid, polio immunization, serology, and a chest x-ray. Mr. Tillery moved that these recommendations be made a part of the college entrance requirements. Seconded by Mr. Payne. Passed.

Dr. Randall told Trustees the faculty and administration were in agreement that transfer students should be required to have the same grade point average for entrance that Wilmington College students must have for retention. Mr. Tillery moved that admission requirements for transfer students stipulate that they have the same grade point average that Wilmington College students must have for retention and that such students must be eligible to return to their own institutions before being admitted as a student here. Seconded by Mr. Graham. Motion carried.

Dr. Randall recommended that Mr. Crews, Dean and Director of Admissions of the College, be granted leave of absence for the academic year 1965-66. Mr. Crews is working for the Ph. D. degree at North Carolina State University. Mr. Schwartz moved Mr. Crews be given leave of absence for the academic year 1965-66. Seconded by Mr. Wooten. Passed.

Dr. Reynolds told Trustees Mr. Fred Vallianos, Assistant Professor of Psychology, has requested leave of absence for the academic year 1965-66 to work toward the Ph. D. Mr. Smith moved Mr. Vallianos be given such leave. Seconded by Mr. Payne. Carried.

-2-

Trustees were informed by Dr. Reynolds that Mr. Walter Biggs, Assistant Professor of Biology, has also requested leave of absence for the academic year 1965-66 to work for the Ph. D. It was moved by Mrs. Hogue that the Board accept Mr. Biggs' request. Seconded by Mr. Graham. Passed.

Dr. Reynolds reported a request for an extended leave of absence for Mr. Thomas Gay. Mr. Payne moved the matter be referred to the Executive Session. Seconded by Mr. Tillery. Passed.

Dr. Randall reported Mr. David Warner, who is now Assistant to the President at Peace College, came to the College for an interview. Dr. Randall recommended Mr. Warner be appointed Director of Public Information at a salary of \$8,500. Mr. Tillery moved that the Board go on record as approving the appointment of Mr. Warner as Director of Public Information. Seconded by Mr. Payne. Motion carried.

Dr. Randall announced that an essay written by Miss Phyllis Boyles, a Wilmington College student, has been published in the "North Carolina Education" magazine.

Finance Committee:

Mr. Willis reported financial affairs to be in good order.

Building Committee:

Mr. Graham reported the Physical Education Building has been accepted by the State, but that a few minor changes must be made.

Mr. Graham told Trustees bids would be let on the liberal arts building February 2 at 2:00 p.m.

Mr. Graham announced a \$1,000 gift made to the Foundation by Mr. Schwartz. He offered a resolution that the Board of Trustees go on record as expressing its sincere gratitude to Mr. Schwartz for his continuous interest in the College and for his generous gift. Seconded by Mr. Smith. Passed.

Mr. Graham urged that plans for the planting beautification along Riegel Road be made in the immediate future. Mr. Graham and Mr. Willis decided to meet and look into the matter.

Mr. Payne asked Mr. Graham if the unattractive antenna placed at the front entrance to the Physical Education Building could possibly be moved to another part of the building. Dr. Hoggard appointed Mr. Graham and Mr. Payne to study this possibility.

Student Activities Committee:

Mr. Schwartz reported that the school systems in Brunswick and Pender Counties have requested permission to use the Physical Education Building for a tournament. Mr. Tillery moved that Mr. Schwartz be authorized to

-3-

allow the use of the building by these school systems on this occasion and that suitable terms be worked out between the College and the school officials under the direction of Mr. Schwartz. Seconded by Mr. Smith. Carried.

Mr. Schwartz expressed the desire to dedicate the Physical Education Building. It was decided to wait until the end of the basketball season before having any type of ceremony.

Grounds Beautification Committee:

Mrs. Hogue introduced a request from the Garden Council of New Hanover County to beautify an area of the campus. Mr. Payne moved in behalf of the Grounds Beautification Committee that the Board approve this request. Motion seconded by Mr. Schwartz and passed.

Mr. Graham moved for adjournment at 8:15 p.m.

Minutes of the Executive Session of the Board of Trustees:

An Executive Session of the Board of Trustees was held immediately following the adjournment of the regular meeting of the Board. Members present were: Mr. Graham, Dr. Hoggard, Mrs. Hogue, Mr. Payne, Mr. Schwartz, Mr. Smith, Mr. Tillery, and Mr. Wooten. Representing the College were Dr. Randall, Dr. Reynolds, and Mrs. Taylor.

Trustees set up the policy the College is to follow regarding extended leaves of absence. Mr. Graham moved that academic leaves of absence be limited to one year only, and that Mr. Thomas Gay, an instructor who has requested that his leave of absence be extended, be so informed of this policy. Seconded by Mr. Schwartz. Passed.

Mr. Schwartz moved the first year's interest on the Sarah Graham Kenan Fund be given to Mr. Crews to assist him in obtaining his Ph. D. Seconded by Mr. Payne. Passed.

Dr. Reynolds recommended the hiring of Mr. Thomas Burke as Assistant Professor of Business. Mr. Burke has a master's degree from the University of Miami. It was moved by Mr. Smith that Mr. Burke be offered a contract. Seconded by Mr. Payne. Motion carried.

The Executive Session adjourned at 9:00 p.m.

-4-

John J. Hoggard  
Chairman

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Secretary

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## Minutes

The regular meeting of the Board of Trustees of Wilmington College was held Tuesday, March 23, 1965, in the Board Room in the Wilmington College Library Building.

Seven Members Present: Dr. C. E. Hartford; Dr. John T. Hoggard; Mrs. Cyrus D. Hogue, Jr.; Mr. Harry E. Payne; Mr. B. D. Schwartz; Mr. James M. Smith; and Mr. Eugene B. Tomlinson, Jr. Present for the College were Dr. William M. Randall; Dr. J. Paul Reynolds; Mr. A. R. Willis; Mr. J. Marshall Crews; and Mrs. Robert N. Taylor. Also present was Mr. Addison Hewlett, Jr. Representing the Star-News was Mr. Joseph T. Jordan.

Dr. Hoggard, Chairman, called the meeting to order at 7:30 p.m.

Mr. Schwartz moved the Board dispense with a reading of the minutes of the January meeting and that they be approved. Seconded by Dr. Hartford. Passed.

Report of the President:

Dr. Randall announced to Trustees that, at the meeting of the Board of Higher Education on March 19, majcrs in Chemistry, French and Spanish were approved for Wilmington College.

The following resolution adopted by The Greater Wilmington Chamber of Commerce on March 3, 1965, was read by Dr. Randall:

RESOLUTION OF THE BOARD OF DIRECTORS OF THE GREATER  
WILMINGTON CHAMBER OF COMMERCE - MARCH 3, 1965

"In view of the most obvious requirement for higher educational facilities throughout North Carolina, and in particular in the Eastern Section of North Carolina, the need for increasing the facilities of Wilmington College is most pressing and essential. In order to meet the needs of this institution, a library building, chemistry-physics building, and an educational building are of paramount importance if the needs of the students in Eastern North Carolina are to be satisfied.

"NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of The Greater Wilmington Chamber of Commerce does hereby urgently request that appropriations be made for the resources above set out and for other permanent needs at Wilmington College. The library building, chemistry-physics building, and education building are of highest priority if said Wilmington College is to fulfill the higher educational needs in Eastern North Carolina.

"And, be it further RESOLVED that this resolution be forwarded to the Governor of North Carolina, members of the General Assembly, City and County Councils and Commissions of the Area, and the various media of public information."

"By: Howard A. Penton, Jr., President

-2-

A letter from A. Woodrow Taylor, Superintendent of the Brunswick County Schools, was read. Mr. Taylor expressed his appreciation to the College for making the Physical Education Building available to his schools for their basketball tournament.

Dr. Randall told Trustees that a program will be held at the College on Saturday, May 1, in connection with Physical Fitness Week.

Mr. Crews reported that the College has received at present 376 applications for the freshman class. Last year at this same time, 205 had been received.

Dr. Randall read the minutes of the Executive Committee meeting held preceding the Board meeting. They read as follows:

"The Executive Committee of the Board of Trustees of Wilmington College met Tuesday, March 23, 1965, in the Board Room in the Libiary Building.

"Four Members Present: Dr. C. E. Hartford; Dr. John T. Hoggard; Mr. Harry E. Payne; and Mr. B. D. Schwartz. Present for the College were Dr. William M. Randall and Dr. J. Paul Reynolds.

"Dr. Hoggard called the meeting to order at 6:45 p.m.

"The meeting was turned over to Dr. Reynolds.

"Dr. Reynolds recommended the hiring of the following for the academic year 1965-66:

"Miss Zoe Lyon as Associate Professor of French - She is presently Graduate Assistant in French and German at Florida State University. She is now a candidate for the Ph. D. degree and anticipates the completion of her dissertation in June, 1965. Mr. Schwartz moved the Committee approve the hiring of Miss Lyon. Seconded by Dr. Hartford. Passed.

"Mr. Thomas E. Scism as Assistant Professor of Political Science - He is a candidate for the Ph. D. degree at the University of North Carolina and expects to complete the dissertation by January, 1966. Dr. Hartford moved the Committee recommend the hiring of Mr. Scism to the Board. Seconded by Mr. Payne. Passed.

"Dr. Edward Horne as Assistant Professor of Psychology - Dr. Horne has a Ph. D. from the University of North Carolina. Mr. Schwartz moved the Committee approve Dr. Horne's application. Seconded by Mr. Payne. Motion carried.

"Dr. Joseph Harris as Associate Professor of Biology - Dr. Harris holds the Ph. D. degree in Botany from Duke University. It was moved by Dr. Hartford and seconded by Mr. Payne that the Committee approve the hiring of Dr. Harris. Passed.

-3-

"Miss Luetta Booee as Acting Director of Nursing - Miss Booee's M.S. in Nursing is from the University of Texas. She is now the Director of an Associate Degree School of Nursing at Lander College. Mr. Schwartz moved the Committee approve the hiring of Miss Booee. Passed.

"The meeting adjourned at 7:15 p.m."

Mr. Tomlinson moved the Board accept the minutes and recommendations of the Executive Committee. Seconded by Mr. Smith. Motion carried.

Finance Committee:

Dr. Hartford reported he had copies of the Monthly Report on the Budget and the Monthly Report on Capital Improvements if anyone wished to see them.

Dr. Reynolds announced the resignation of Miss Amelie Blyth, an Associate Professor of Biology who has been on leave to do research during the academic year 1964-65.

Building Committee:

Mr. Payne reported the Building Committee had met at Wachovia Bank with the architects to study plans for the liberal arts building. Mr. Payne said the Committee's final decision was to omit the theatre and place a greater emphasis on teaching stations and offices for counseling. The agreement made between Wilmington College and the Thalians makes it possible for the College to have full use of Thalian Hall, which is to be renovated. Mr. Payne said he thought a more functional building would result from this change, and that he would bring the minutes of the Building Committee meeting to the next Trustees meeting for approval.

Mrs. Hogue stated she was under the impression that if the theatre was omitted now that it could never be added. Mr. Payne said he would check into the matter thoroughly to assure that the theatre could be added at a future date if the need arose to do so.

Mr. Schwartz moved that, since the College has decided to hire a director for the nursing program, and in order that the good name of James Walker Memorial Hospital be carried on, that the College nursing program be called the James Walker Memorial Associate Degree in Nursing Program. Seconded by Mr. Smith. Passed.

Mr. Schwartz informed Trustees that, for an addition of \$1.75 annually to the Student Activities Fee, Wilmington College students would be eligible to attend the annual series of community concerts. It was decided to see whether or not students were interested in this offer before action was taken.

**Grounds Beautification Committee:**

Mr. Payne reported that live oaks have been planted on the College campus from the highway to Brooks Field.

**Public Relations Committee:**

Dr. Randall told the Board he still had received no definite reply from Mr. Warner concerning the position of Director of Public Information.

Mr. Payne expressed the opinion that Mrs. Taylor should be complimented on her fine article which was in the Star-News on Sunday, March 21.

Dr. Hoggard presented Mr. Hewlett to the Board.

Mr. Hewlett told Trustees Wilmington College will appear before the Joint Appropriations Committee of the General Assembly March 26 at 9:00 a.m. He said it is very important that Wilmington College be well represented at these hearings, and that he hoped members of the Board of Trustees of the College and members of the Board of Directors of The Greater Wilmington Chamber of Commerce would attend.

The objectives recommended by the faculty, the administration and the committee appointed by the Board of Trustees to study the College objectives were presented to the Board for approval. They read as follows:

**Wilmington College: Statement of Purpose**

"Wilmington College is a community of scholars within a wider community characterized by specific social, economic, and cultural needs. The college is dedicated to serve the educational requirements of both communities. To this end it must demonstrate a definite educational philosophy which encompasses both high academic ideals and realistic response to an treatment of local and regional problems.

"The college affirms that teaching is the primary responsibility of its faculty, and that constructive personal relationships between teacher and student are vital. Freshmen and upper classmen alike need to know and study under mature and scholarly men and women who can impart the spirit of learning, love for beauty and respect for truth.

"Such a happy result of the student-teacher encounter requires adequate opportunity for both formal and informal counselling, as well as a physical environment in which the inquiring mind can be stimulated and the learning experience nurtured. Wilmington College, therefore, seeks in every way to enhance the effectiveness of the total academic and social environment.

"Education is considered to be far more than the inculcation of skills and information of economic advantage, though the preparation for financial security is a legitimate part of the process. A more important function is introduction to those disciplines, studies, attitudes, and activities which liberate the mind from ignorance and prejudice, the body from physical weakness, and the whole man from impoverishment of life.

"That men and women may avoid the de-humanizing tendencies of a culture that emphasizes machines above men, reducing people to soulless, though technically expertized robots, this college insists on the importance of a foundation in liberal arts. An acquaintance with the great thoughts and the enabling arts of mankind is essential to genuine education. Therefore, it is the objective of Wilmington College to stimulate creativeness, fire imagination, and to teach students to make valid and relevant judgments in activities and values, as well as to communicate with fluency and accuracy in the realm of abstract ideas.

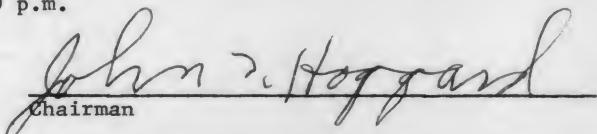
"The various curricula offered at Wilmington College are designed to enhance the skills and knowledge which will provide for students bases for political understanding, economic advantage and cultural enjoyment. A general knowledge of the sciences, a sound foundation of mathematics, and an understanding of ancient and modern society are prerequisite to an understanding of our world, and basic in the preparation of an intelligent citizen of this modern, scientific age. Since the ability to communicate clearly in one's own tongue underlies clarity of thought, emphasis is placed upon English language and literature, not only to develop communicative skill, but to furnish the mansions of the mind. As life in a world reduced to a single neighborhood demands inter-cultural understanding and communication, Wilmington College presents foreign languages, not only for linguistic proficiency, but also as a medium of communicating the nature and achievements of other cultures and of promoting international understanding.

"It is to the whole man that quality education must address itself. Man is more than an intellectual machine, as he is more than a physical body. He inhabits the complex kingdoms of society, soul, and intellect. The aim of the college is, therefore, no less than

"That mind and soul, according well,  
May make one music as before,  
But vaster."

Mr. Schwartz moved the Board of Trustees adopt these objectives for Wilmington College. Seconded by Mr. Payne. Passed.

Mr. Payne moved to adjourn at 8:30 p.m.

  
John R. Hoggard  
Chairman

Secretary

## Minutes

The regular meeting of the Board of Trustees of Wilmington College was held Tuesday, April 27, 1965, in the Board Room in the Wilmington College Library Building.

Eight Members Present: Dr. John T. Hoggard; Mrs. Cyrus D. Hogue, Jr.; Mr. Harry Payne; Mr. B. D. Schwartz; Mr. James M. Smith; Mr. L. Bradford Tillery; Mr. Raiford G. Trask; and Mr. Arthur Wooten. Present for the College were Dr. William M. Randall; Dr. J. Paul Reynolds; Mr. J. Marshall Crews; and Mrs. Robert N. Taylor.

Dr. Hoggard, Chairman, called the meeting to order at 7:40 p.m.

Mr. Tillery moved the Board dispense with a reading of the minutes of the March meeting and that they be approved. Seconded by Mr. Payne. Passed.

Report of the President:

A letter was read by Dr. Randall from Mr. David Warner in which Mr. Warner announced his acceptance of the position of Director of College Relations.

Dr. Randall read a letter written by the North Carolina Junior Sorosis to Senator Thomas White, Chairman of the Senate Appropriations Committee. They thanked Senator White for his past support of the College and asked for his continued support. Dr. Randall said the group had received a letter from Senator White assuring them he would do everything he could to help Wilmington College.

Dr. Randall told the Board he had received a letter from the Wilmington Woman's Club thanking the College for allowing them to use the Student Services Building for their bridge benefit.

Dr. Randall said he had received a letter from Stanley Rehder, President of the Azalea Festival, expressing appreciation to the College for the use of the Physical Education Building for the hootenany and for the use of the Student Services Building for the queen's court dance.

Dr. Randall informed Trustees that Mr. Gordon Sweet, Executive Secretary of the Commission on Colleges of the Southern Association, made an informal visit to the College on Thursday, April 22. He read a letter from Mr. Sweet in which Mr. Sweet expressed the fine impression Wilmington College made on him and offered some suggestions to help the College obtain accreditation from the Southern Association.

Dr. Randall said in April last year there were 289 applicants for the freshman class, 172 of which had been accepted. This year there are 478 applicants; 301 have been accepted.

Dr. Randall told Trustees he would speak to the Junior Chamber of Commerce on May 7 and would be in Arlington, Virginia May 11 to give a speech.

Dr. Randall explained that the contracts for the Sarah Graham Kenan Building have not yet been signed. The original plans called for a theatre which has now been omitted. Inclusion of a theatre made the building costs exceed the allocated funds. Before the project can move forward, the State Attorney General must decide whether the omission of the theatre constitutes a major or minor change. If he decides the change is a major one, the project must go before the budget and allocations committees.

Dr. Randall announced to the Board that the State Board of Higher Education has listed a proposed chemistry-physics building at Wilmington College as the college building most needed in North Carolina. Dr. Randall said that the library building, the building the College must actually have to be accredited by the Southern Association, was thirteenth on the list. Dr. Randall expressed hope that the priorities could be put in correct order. Included in a second group of priorities were an education building and two dormitories.

Minutes of the Executive Committee Meeting:

"The Executive Committee of the Board of Trustees of Wilmington College met preceding the regular Board meeting on Tuesday, April 27, 1965 in the Board Room in the Wilmington College Library Building.

"Dr. Hoggard, Chairman, called the meeting to order at 7:30 p.m.

"Dr. Reynolds recommended the Committee approve the hiring of the following for the academic year 1965-66:

"Charles T. Barnhill as an Instructor in Mathematics - Mr. Barnhill is a graduate of Wilmington College, of North Carolina State University and has a master's degree from Appalachian State Teachers College.

"Allen J. Barwick as an Instructor in Mathematics and Physics - Mr. Barwick's M.S. is from North Carolina State University.

"John G. Beverly as Assistant Professor of Business - His M.S. is from Florida State University and he expects to receive the Ph.D. in 1965.

"Mrs. Elizabeth Eason as an Assistant Professor of Spanish - Her M.A. and Ph.D. degrees are from the University of Arkansas.

"Miss Jann L. Morton as an Instructor in Spanish. She holds a master's degree from the University of South Carolina.

"Miss Molly Ryeland as an Instructor in French - She has a master's degree from the University of North Carolina at Chapel Hill.

-3-

"Mr. Kenneth D. Stites as an Instructor in French - His B.A. and M.A. are from the University of Kansas.

"Dr. Reynolds said he and Mr. Swink have almost decided to offer Mrs. Ann Fitzgibbon a position in the Drama Department. Her A.M. and M.A. are from the University of North Carolina at Chapel Hill.

"Mr. Schwartz moved the committee approve the hiring of those prospective faculty members recommended by Dr. Reynolds. Seconded by Mr. Smith. Motion carried.

"The meeting adjourned at 7:40 p.m."

Mrs. Hogue moved the Board accept the recommendations of the Executive Committee. Seconded by Mr. Smith and carried.

Finance Committee:

Dr. Randall reported expenditures and income were normal for the month of March.

Student Activities Committee:

Mr. Crews reported the students did not favor paying an additional fee to become eligible to attend the annual series of community concerts. It was the general feeling that a small percentage of students would attend.

Grounds Beautification Committee:

Mr. Payne reported the planting of live oaks on the campus is being carried out with little additional cost to the College.

Mrs. Hogue moved the Board adopt the following resolution:

R E S O L U T I O N

"WHEREAS, for many years the Thalian Association of Wilmington, North Carolina has contributed to the cultural enrichment of the community through its productions;

"AND WHEREAS, during the past two years the Thalian Association has most cordially and unselfishly cooperated with Wilmington College and its Drama Department and has made it possible for students to participate as actors and production personnel in joint productions and has made available its theatre for these joint productions, thereby contributing substantially to the instructional facilities of the College;

"NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Wilmington College do express to the Thalian Association on behalf of the students of the College their deep appreciation for this unselfish cooperation and their hope that it may be continued;

-4-

"AND BE IT FURTHER RESOLVED that this resolution be spread on the minutes of the Board of Trustees of the College and that a copy be sent to the President of the Thalian Association.

"Moved by Mrs. Hogue and seconded by Mr. Schwartz and passed unanimously at the regular meeting of the Board on April 27, 1965."

Seconded by Mr. Schwartz. Motion carried.

It was moved by Mr. Tillery that the following resolution be adopted:

R E S O L U T I O N

"WHEREAS, the Junior League of Wilmington has most generously purchased and presented to the Library of Wilmington College a microfilm reader-printer which will immeasurably increase the service which the Library can render to students, faculty members, and the community in general;

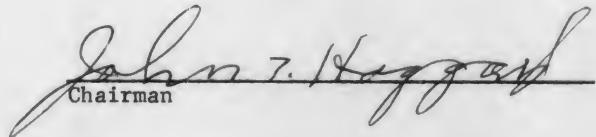
"NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the College do express to the Junior League of Wilmington on behalf of the students and faculty members their most sincere gratitude for this important contribution to the instructional facilities of the College;

"AND BE IT FURTHER RESOLVED that this resolution be spread on the minutes of the Board of Trustees and that a copy be sent to the President of the Junior League of Wilmington.

"Moved by Mr. Tillery and seconded by Mr. Smith and passed unanimously at the regular meeting of the Board on April 27, 1965."

Motion was seconded by Mr. Smith and passed.

Mr. Schwartz moved to adjourn at 8:25 p.m.



John T. Haggard  
Chairman

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Secretary

brc

## Minutes

The regular meeting of the Board of Trustees of Wilmington College was held Tuesday, June 8, 1965, in the Board Room in the Wilmington College Library Building.

Seven Members Present: Mr. Frederick B. Graham; Dr. John T. Hoggard; Mrs. Cyrus D. Hogue, Jr.; Mr. Harry E. Payne; Mr. B. D. Schwartz; Mr. James Smith; and Mr. Eugene B. Tomlinson, Jr. Representing the College were Dr. William M. Randall and Mr. A. Rex Willis. Present for the Star-News Newspapers, Inc. was Miss Marti Martin.

Dr. Hoggard, Chairman, called the meeting the order at 7:35 p.m.

Mr. Graham moved the Board dispense with a reading of the minutes of the April meeting and that they be approved. Seconded by Mr. Payne. Passed.

Report of the President:

Dr. Randall reported that in June, 1964, there were 350 applicants for the Freshman Class, 190 of whom were accepted. There are presently 566 applicants; 428 have been accepted.

Dr. Randall announced final plans for the commencement exercises to be held in the Physical Education Building Sunday, June 13, 1965, at 4:00 p.m. Lieutenant-Governor Robert Scott will be the speaker, and the invocation will be delivered by the Reverend Randolph Gregory. Mr. Addison Hewlett has been asked to present the Hoggard Medal of Achievement. Dr. Randall issued a special invitation to members of the Board and their families to attend, and requested that as many Trustees as possible stand in the receiving line at the President's reception immediately following the graduation ceremony.

Dr. Randall informed the Board that 52 seniors will be graduated at our first commencement as a four-year institution.

Dr. Randall told Trustees that the Riegelwood Community Foundation made a contribution in the amount of \$500 to the Wilmington College Foundation.

A letter from Mr. C. D. Gurganus, Principal of Chestnut Street School, was read. Mr. Gurganus congratulated the College on the fine musical program presented by Mr. Loyd Hudson and his students and called them "good ambassadors" for Wilmington College.

Dr. Randall read a letter from Mr. Ed Wyant, a Youth Fitness Commission consultant. Mr. Wyant expressed his appreciation to the College for the assistance given during "Fitness Week." The North Carolina Fitness program was a big success.

Dr. Randall said he had been notified in a memorandum from Miss Hagan, Librarian, that the North Carolina National Bank has given the Library a check for \$300. With this gift and an additional check from Mr. Emsley Laney, the U. S. Supreme Court Reporter will be purchased for the Library.

The Board heard a telegram, read by Dr. Randall, from Mr. Emmett Fields, Chairman of the Commission on Colleges of the Southern Association of Colleges and Schools, Inc. Mr. Fields stated in this telegram that the Executive Council of the Commission on Colleges has found that the Speaker Ban Law removes from the governing boards of state institutions of higher learning in North Carolina their traditional authority to handle such matters with administrative discretion, and raises an issue of interference with the necessary authority of the boards.

The Southern Association requires that its accredited institutions have commensurate authority, and the council has found that such interference has occurred through this law, with detrimental effect on the state supported institutions of higher learning in North Carolina. Mr. Fields added that the council gives notice that it will present its finding to the Commission at its next meeting at which time the Commission will determine the status of these institutions with respect to continued accreditation.

Dr. Randall read a bill (House Bill 1110 or Senate Bill 552) introduced by Representative Zollicoffer and Senator White. This bill if passed would require Trustees to obtain approval of the Advisory Budget Commission before any project to be financed by funds other than state funds could be undertaken. The bill further states that the Advisory Budget Commission must approve acceptance of funds for any project to be undertaken by any state agency or state-supported institution.

Mr. Graham said he felt this bill would discourage people interested in giving money to Wilmington College.

Dr. Randall stated that the bill would require the Trustees to obtain permission from the Advisory Budget Commission before such groups as Friends of Wilmington College, Inc. could give money to our library.

#### Committee Reports

##### Finance Committee:

Dr. Randall reported in the absence of Dr. Hartford. At the end of the fiscal year, some money allocated for salaries will be unexpended; however, all money allocated for books and equipment will be spent.

Dr. Randall said the "B" Budget appropriations for the next biennium include \$30,000 for counselors, \$50,000 for library books and \$42,000 for equipment. He said this would bring the total appropriation for books to approximately \$80,000.

##### Building Committee:

Mr. Graham informed Trustees that \$50,000 has been allocated to Wilmington College from Mrs. Sarah Graham Kenan's income. This makes a total of \$150,000 the College has received from Mrs. Kenan.

-3-

Mr. Graham commended Dr. Randall for the simple and dignified ground-breaking program for the Sarah Graham Kenan Building.

Dr. Randall presented the capital improvements appropriation for the next biennium to the Board. Part of these funds must be obtained from the Federal Government.

<u>Capital Improvement</u>	<u>State</u>	<u>Federal Government</u>	<u>Total Cost</u>
Library	1,035,000	517,000	1,552,000
Chemistry-Physics	590,000	295,000	885,000
Laboratories	30,000	15,000	45,000

Application for these funds must be submitted before November 30, 1965, along with accurate floor plans of the proposed buildings.

Mr. Graham moved that authorization be granted to the College president to apply for the federal funds required for the building of the library building and the chemistry-physics building and for converting space in Hoggard Hall to biology laboratories. Seconded by Mr. Payne. Motion carried.

Mr. Graham moved that Leslie N. Boney, Jr., Ballard, McKim and Sawyer be appointed as associated architects for the planning and construction of a library building, a chemistry-physics building and the alteration of certain rooms in Hoggard Hall to make them into biology laboratories.

Mrs. Hogue suggested the possibility of employing separate firms for each building. Mr. Payne said he saw Mrs. Hogue's point - that if an architect is solely responsible for one building that results might come more quickly, but he agreed with Mr. Graham that the associated architects have been a good "working team." After further discussion, Mr. Graham's motion was passed, with Mrs. Hogue voting in the negative.

Dr. Randall expressed the opinion that the College would have no difficulty in getting these funds from the Federal Government unless it was put on probation by the Southern Association.

Mr. Graham suggested letters of appreciation be sent to those who have worked in behalf of Wilmington College to obtain our requests for appropriations.

#### Student Activities Committee:

Mr. Schwartz called to the attention of the Board the outstanding record of the Debate Team. This year the team has defeated such schools as Princeton, The University of North Carolina and Hampton Sidney College.

#### Grounds Beautification Committee:

The planting of shrubs around the Physical Education Building was suggested by Mr. Graham. Mr. Willis said Mr. Peterson has made such plans for this Fall.

-4-

Public Relations Committee:

Mrs. Hogue showed the Board the picture of a Wilmington College student in a national magazine, Friends. She expressed the opinion that the College should recognize this article by writing to the publishers of the magazine.

New Business:

Dr. Randall informed the Board that Wilmington College could apply for accreditation from the Southern Association at the end of the 1965-66 school year, rather than waiting to apply at the end of the three-year period usually required. Mr. Schwartz moved that Dr. Randall be authorized to invite a visiting team from the Southern Association to come to the College this Fall to begin the accrediting procedure. Seconded by Mr. Tomlinson. Passed.

Mr. Tomlinson moved the Board appoint Mrs. Mary Parris as Assistant Secretary to the Board of Trustees. Seconded by Mr. Payne. Passed.

Mr. Tomlinson then offered a resolution of appreciation to Mrs. Bonnie Culbreth for her services during the past two years. Seconded by Mr. Schwartz. Passed.

Mr. Schwartz moved to adjourn at 8:35 p.m.

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Chairman

Mrs. Cyrus D. Hogue, Jr.  
Secretary

brc

The regular meeting of the Board of Trustees of Wilmington College was held Tuesday, July 6, 1965, in the Board Room in the Wilmington College Library Building.

Seven Members Present:

Mr. Frederick B. Graham  
Dr. John T. Hoggard  
Mrs. Cyrus D. Hogue, Jr.

Mr. B. D. Schwartz  
Mr. L. B. Tillery  
Mr. E. B. Tomlinson, Jr.

Mr. Arthur Wooten

Representing the College were Dr. William M. Randall, Dr. J. Paul Reynolds, Mr. A. Rex Willis, Mr. Thomas P. Brown and Mr. David Warner. Present for the Star-News Newspapers, Inc. was Miss Marti Martin.

Dr. Hoggard, Chairman, called the meeting to order at 7:35 p.m.

Mr. Schwartz moved to dispense with a reading of the minutes of the June meeting and that they be approved. Seconded by Mr. Tomlinson and passed.

Report of the President:

Dr. Randall stated he had received a telegram from Mr. Frank P. Graham, former University of North Carolina President and now with the United Nations in New York, making a plea for College Alumni to oppose the Speaker Ban Law. Dr. Randall added that he did not make a reply since the College does not yet have an Alumni Association.

Dr. Randall said he had received another gift through the mail from Mrs. Sarah Graham Kenan's income amounting to \$30,108.49. This money was put on Certificate of Deposit.

Dr. Randall received a letter from Mr. David B. Stansel, head of the National Meter School, thanking him for the fine cooperation received. Mr. Stansel stated they enjoyed being at Wilmington College very much and hoped they could arrange to be here next summer.

Dr. Randall said he had received a gift from Mrs. Manly Williams in the form of a four-year scholarship. This scholarship has been designated to a particular boy who will be graduating from high school within the next two years, and the donations will be made annually.

Dr. Randall informed the Board that the enrollment for our first term of Summer School was 545; last year there were 495 students enrolled. For the Fall Quarter we have approved 416 applicants, plus 23 provisionally accepted for Summer School, out of 611 applicants. Last year we had approved 263 from a total of 410 applicants on this date.

Dr. Randall gave to each Board member a copy of Revised Provisions on Academic Freedom and Tenure. Certain duties performed by the President in the past will, according to the revised policy, be performed by the Dean of the Faculty. Dr. Randall requested that the Board make provision for Dr. Reynolds to hire faculty members for temporary positions without having to obtain formal approval of the Board. Mr. Wooten moved that the Revision of the Policy on Academic Freedom and Tenure be accepted. The Revised Policy reads:

REVISED PROVISIONS REGARDING ACADEMIC FREEDOM, TENURE, AND ACADEMIC DUE PROCESS  
ADOPTED BY THE TRUSTEES OF WILMINGTON COLLEGE ON JULY 6, 1965

"A. Academic Freedom

1. Academic freedom is the right of a faculty member to be responsibly engaged in efforts to discover, speak, and teach the truth. It is the policy of the College to maintain and encourage full freedom, within the law, of inquiry, discourse, teaching, research, and publication and to protect any member of the academic staff against influences, from within or without the College, which would restrict him in the exercise of these freedoms in his area of scholarly interest.
2. Wilmington College recognizes that in his role as citizen, as to matters outside the area of his scholarly interest, the faculty member has the right to enjoy the same freedoms as other citizens, without institutional censorship or discipline, though he should avoid abuse of these freedoms. He should recognize that accuracy, forthrightness, and dignity befit his association with Wilmington College and his position as a man of learning. He should not represent himself as a spokesman for the College.

"B. Academic Tenure

1. Academic tenure refers to the conditions and guaranties that apply to a faculty member's professional employment. In according tenure, the purpose is to protect the academic freedom of faculty members, while providing them with a reasonable degree of economic security. It is recognized that tenure policy is a vital aid in attracting and retaining instructional personnel of the high quality which this College seeks for its faculties.
2. With respect to the various academic ranks, the tenure policy of Wilmington College is as follows:
  - (a) An instructor shall be appointed for a period of one year. After he has been twice reappointed, the Dean of the Faculty, after consultation with the department head and with tenured members of the departmental faculty, shall review the case and recommend either (1) that the instructor be promoted at the end of his third year or (2) that he be continued for at least one year as instructor. With his own consent and with provision for annual review of his case, an instructor may be continued in that rank indefinitely.

Notice of intention not to reappoint shall be given an instructor not later than March 1 of his then current employment or not less than three months prior to the termination of his then current appointment.

- (b) An assistant professor shall be appointed for a period of three years. Before the end of the second year the Dean of the Faculty in consultation with the department head and tenured members of the departmental faculty as is required in the case of instructors, shall review the case and recommend either (1) that the assistant professor be reappointed for a second term of three years or

(2) that he be notified that he will not be reappointed at the end of his first three-year term. Before the end of the assistant professor's fifth year the Dean of the Faculty in consultation with the department head and the tenured members of the departmental faculty shall, in the same manner, recommend either (1) that the assistant professor be reappointed, with permanent tenure, at the same or higher rank or (2) that he be notified that he will not be reappointed at the end of his then current term. In every case of reappointment as an assistant professor after six years of service in that rank, the appointment shall be with permanent tenure and thereafter the case shall be reviewed at least once in each three year period for the purpose of determining whether promotion is in order: Provided, that, notwithstanding the foregoing provisions, the President, may in special cases, upon recommendation of the Dean of the Faculty, reappoint an assistant professor after six years of service, without granting permanent tenure; and in such case the letter of reappointment shall specify the terms of the reappointment, the special reasons for not granting tenure, and the conditions (if any have agreed to) upon fulfillment of which such tenure will be granted.

- (c) An associate professor promoted to that rank within his own institution shall have permanent tenure. One coming to that rank from outside the institution shall be appointed for an initial term of five years; and in such case, before the end of the fourth year, the Dean of the Faculty, after consultation with the department chairman and tenured members of the departmental faculty as required in the case of an instructor, shall review the case and recommend either (1) that the associate professor shall be re-appointed, with permanent tenure, at the same or higher rank or (2) that he be notified that he will not be reappointed at the end of his then current term. Reappointment shall be with permanent tenure.
- (d) A professor promoted to that rank within his own institution shall have permanent tenure. One initially appointed to the rank of professor may or may not be appointed with permanent tenure. Ordinarily such an appointment will be with permanent tenure. However, if permanent tenure is not granted with the initial appointment, the case must be reviewed not later than the second year of appointment, as in the case of an instructor, and the Dean of the Faculty shall recommend either (1) that the professor be reappointed with permanent tenure or (2) that he will be notified that he will not be reappointed at the end of his then current term. In any case the letter of initial appointment must state clearly the terms of the appointment relative to tenure.
- (e) The provisions of paragraphs (a), (b), (c), and (d) shall not be rendered inapplicable to a faculty member merely because some additional description, such as "research," is attached to the statement of his rank. Paragraphs (a), (b), (c), and (d) shall not apply to visiting faculty members or to any faculty member, regardless of stated rank, employed for a limited period in the staffing of any special project. It is considered advisable, however, that the President, in his letter of appointment, shall call to the attention of the appointee that, because of the visiting or special status of the appointment, the provisions of paragraphs

- (a), (b), (c), and (d) are inapplicable.
- (f) Nothing in these regulations shall be construed to preclude the promotion of a faculty member at any time.
- (g) A faculty member who decides to terminate his employment has the obligation, through appropriate channels, to give prompt written notice of his intention to the Dean of the Faculty with copies to the departmental chairman and to the President.
3. The terms and conditions of every faculty appointment shall be in writing. The contract of any initial appointment at any rank shall be signed by the President and delivered to the faculty member, and a copy thereof shall be retained by the President. Contract letters of reappointments shall, after consultation with the President, be signed by the Dean of the Faculty and delivered to the faculty member, a copy of which shall be retained by the Dean of the Faculty. Full information on the tenure policy of Wilmington College and on his own employment status shall be readily available to the faculty member at all times.
4. Initial appointments for more than one year and appointments carrying a recommendation for tenure shall be approved by the executive committee of the Board of Trustees. Appointments for one year or less than one year will be approved by the President on recommendation of the Dean of the Faculty.
5. Letters of reappointment, indicating the terms and conditions of reappointment shall be delivered to each faculty member as early as possible after March 1 of each year.

#### "C. Suspension and Discharge of Faculty Members

1. A faculty member who has tenure may be suspended or discharged only by the President, acting with the approval of or by direction of the Board of Trustees, and then only in accordance with the provisions of this Code. Permissible grounds for suspension or discharge are misconduct of such a nature as to indicate that the faculty member is unfit to continue as a member of the faculty, incompetence, and neglect of duty. For purposes of these provisions: (a) a faculty member serving a stated term shall be regarded as having tenure until the end of that term; and (b) if a faculty member has been offered and has accepted a new contract to begin at a future time, his status shall be the same as if he had already begun service under such contract.
2. The President, in his discretion, may: (a) give the faculty member written notice of intention to discharge; or (b) give the faculty member written notice that information concerning the faculty member is being referred to the faculty committee (identified in paragraph 3, next page) for its recommendation. The notice shall indicate the reasons for the intended discharge or the substance of the information being referred, shall state that the Board of Trustees approves the President's action, shall advise the faculty member of his right to a hearing, and shall call attention to these provisions of this Code. Within one week after receipt of notice, the faculty member may request a hearing by written notice to the President and the chairman of the faculty committee. If no request is filed within that time, the President may proceed to discharge or the faculty committee may proceed to the making of its recommendation without a hearing.

3. When a hearing is duly requested by the faculty member, it shall be accorded before a standing committee of the institution's faculty, composed of five faculty members who have permanent tenure elected by those members of the faculty who, under legislation of the institution's faculty, are regarded as voting members. The hearing shall be upon written charges or a written summary of information submitted by the President. The hearing committee shall accord the faculty member a reasonable time within which to prepare his defense. The faculty member shall have the right to counsel; the right to present the testimony of witnesses and other evidence; the right to confront and cross-examine adverse witnesses; the right to examine all documents and demonstrative evidence adverse to him; and the right, upon request, made prior to the hearing, to a transcript of the proceedings furnished at the expense of Wilmington College, subject, however, to the approval of the Board of Trustees. The President, or his delegate or counsel, may participate in the hearing, present evidence, and cross-examine witnesses.
4. In reaching its decision in cases in which a hearing is held, the faculty committee shall consider only the evidence presented at the hearing and such oral or written arguments as the committee, in its discretion, may allow. Evidence regarding the general competence and professional and moral fitness of the faculty member shall always be considered relevant. Should the committee find that the faculty member is guilty of misconduct, incompetence, or neglect of duty, it shall then decide whether its findings in that respect, considered in the light of the faculty member's general competence and fitness, justify a finding that the faculty member is unfit to continue as a member of the faculty. It shall make its written recommendation accordingly, and shall transmit the recommendation to the faculty member and to the President; and the President shall forward it to the Board of Trustees. Publication of such recommendation may be authorized only by the President, and with the approval of the Board of Trustees. The two immediately preceding sentences of this paragraph shall apply whether or not a hearing has been held.
5. If the Board of Trustees concurs, a recommendation of the committee, whether favorable or unfavorable to the faculty member, shall be final. If the committee's recommendation is other than for unconditional retention of the faculty member (indefinitely if on permanent tenure, otherwise to the end of the stated term), the Board of Trustees, in lieu of concurrence, may:
  - (a) with the consent of the faculty member, take any action more favorable to the faculty member than the committee's written recommendation, which action shall be final; or (b) authorize the faculty member to appeal to the Trustees. If the committee recommendation is for unconditional retention, the Board of Trustees shall take no action contrary to it except that, upon recommendation of the President, he may request that the Trustees review the case and take final action.
6. The President shall, in every case, advise the Board of Trustees as to whether the President concurs in the committee's recommendation. He shall state his reasons in writing and a copy shall be furnished to the faculty member.
7. In any case brought before the Trustees, a hearing shall be accorded by the Executive Committee, which may proceed through a subcommittee. The hearing shall be conducted in the same manner as the hearing before the faculty committee; the faculty member shall have the same rights; and the decision of the hearing committee shall be reached solely upon the evidence adduced

at the hearing and such argument, oral or written, as the hearing committee may allow. The charges or summary of information shall be the same as those before the faculty committee, unless modified in favor of the faculty member by the Board of Trustees; and the hearing committee shall, in the same manner as the faculty committee, consider general fitness as well as the specific offenses. If the hearing committee is a subcommittee, it shall report to the Executive Committee. The Executive Committee shall direct the action, if any, to be taken by the President.

8. The President has authority, with the approval of the Board of Trustees, to suspend a faculty member at any time after giving notice of intention to discharge, and to continue such suspension until final decision has been reached by the procedures herein prescribed. The President's power to suspend shall not be exercised unless the charges are of such nature that, if assumed to be true, they demonstrate moral turpitude, neglect of duty, or incompetence of a character clearly indicating that the accused is unfit to continue as a member of the faculty. Suspension shall always be with pay.
9. Once he has requested a hearing, the faculty member shall not be discharged, without his consent, until final decision is reached (and then only in accordance with such decision), provided that the faculty member may at any time withdraw his request for hearing and consent to the discharge, or he may be discharged upon a finding by the faculty committee that, at any state of the proceedings before the faculty committee or the Trustees' committee, the faculty member, after requesting a hearing, has, without adequate cause, failed to appear."

Seconded by Mr. Schwartz. Motion carried.

The following new Faculty appointments, approved by the Executive Committee, were presented to the Board. David Miller, Instructor in Physical Education; David Wells, Assistant Professor of English; John Gold, Instructor in English; Mary Alice Whitfield, Assistant Professor of Nursing. Mr. Tillery moved they be accepted. It was seconded by Mrs. Hogue and passed.

Two new members of the Faculty, authorized by the Chairman of the Board of Trustees, were Dr. Charles Segars, Assistant Professor of Biology, and Miss Dorothy Dixon, Assistant Professor of Nursing. Dr. Paul Reynolds recommended these two new members highly, stating they would be an excellent addition to our staff. Mr. Graham moved they be accepted. This was seconded by Mrs. Hogue and passed.

Dr. Randall presented the Budget for 1965-67. Totals for the "A" and "B" budgets for 1965-66 are \$1,087,508; and for 1966-67, \$1,179,023. Items in the "B" budget include Nursing School, \$32,800 each year; Counselors, \$15,000 for both years, Library books, \$50,000 for both years; Equipment, \$42,000 for both years. Faculty salary increases for 1965, \$29,495; for 1966, \$65,139. Dr. Randall said he was quite sure that very few people realize the economic impact that the College has on the Community. The College payroll will be \$837,745 for 1965-66 and will reach an all time high in 1966-67 of \$1,003,828.

Dr. Randall told Trustees that two-thirds of the \$1,552,000 needed for the Library Building was appropriated by the state and the other one-third would come from the federal government. He and Dr. Reynolds are working diligently to complete floor plans to be submitted for approval. An appropriation has also been made for the Chemistry-Physics Building and the Biology Laboratories on the same basis. The Administration is very pleased with the amount allocated to the College for the next biennum.

Dr. Randall expressed his appreciation to WECT Television Station for their splendid coverage of the Commencement program and to Cooperative Savings and Loan Association for sponsoring this program. He said the College is placing a sound film in the College archives, so there will be a permanent record of the first Commencement as a senior College. Mr. Graham offered a resolution of appreciation to WECT for their fine work, to Cooperative Savings and Loan Association for their generosity, and to the Star-News Newspapers, Inc. for their extended coverage.

R E S O L U T I O N

"WHEREAS, Television Station WECT did broadcast live the first Commencement exercises of Wilmington College as a senior college on June 13, 1965, thereby furnishing an opportunity for many individuals to witness this important occasion; and

"WHEREAS, WECT has through the years afforded to Wilmington College excellent coverage of numerous events and has cooperated generously in making the aims and accomplishments of the College known throughout the area;

"NOW, THEREFORE, BE IT RESOLVED that the Trustees of Wilmington College in regular session on July 6, 1965, do hereby thank Television Station WECT most sincerely for its interest in the College and for its continuing endeavor to promote the interests of the College by broadcasts.

"BE IT FURTHER RESOLVED that this resolution be spread on the minutes of the Board of Trustees and that a copy be sent to Television Station WECT."

R E S O L U T I O N

"WHEREAS, the Cooperative Savings and Loan Association did, on June 13, 1965, sponsor the live television coverage over Station WECT of the first Commencement as a senior college of Wilmington College; and

"WHEREAS, the Association did refrain from advertising during the Commencement proceedings, thereby making this broadcast completely dignified and formal; and

"WHEREAS, by sponsoring this broadcast the Association did make it possible for numerous persons to witness this important occasion;

"NOW, THEREFORE, BE IT RESOLVED that the Trustees of Wilmington College in regular session on July 6, 1965, do express their sincere appreciation and gratitude to the Cooperative Savings and Loan Association for their continuing support of the College and for their interest and concern in its development and growth;

"BE IT FURTHER RESOLVED that this resolution be spread on the minutes of the Board of Trustees and that a copy be sent to the Cooperative Savings and Loan Association."

R E S O L U T I O N

"WHEREAS, the Star-News Newspapers during many years have given generously of their space for the reporting of the progress and growth of Wilmington College; and

"WHEREAS, the editorial policy of the Star-News Newspapers has consistently supported the efforts of the College to build and to maintain an outstanding institution of higher education; and

"WHEREAS, through their reporting and editorial columns, the Star-News Newspapers have presented to the reading public an accurate and excellent image of the College and of its aims and objectives;

"NOW, THEREFORE, BE IT RESOLVED that the Trustees of Wilmington College in regular session on July 6, 1965, do express their sincere appreciation and gratitude to the Star-News Newspapers for their continuing support of the College and for their interest and concern in its development and growth; and

"BE IT FURTHER RESOLVED that this resolution be spread on the minutes of the Board of Trustees and that a copy be sent to the Star-News Newspapers."

Seconded by Mr. Tomlinson. Motion carried unanimously.

Mr. Tillery offered a resolution of thanks to Television Station WWAY and to Radio Stations WMFD, WKLM, WGNI, WHSL for their efforts on behalf of Wilmington College.

#### R E S O L U T I O N

"WHEREAS, Television Station WWAY, since its beginning, has been most generous in the coverage afforded to events occurring at Wilmington College; and

"WHEREAS, by this coverage, WWAY has assisted immeasurably in creating in the minds of its audience a substantial and good image of the College and of its objectives and accomplishments;

"NOW, THEREFORE, BE IT RESOLVED that the Trustees of Wilmington College in regular session on July 6, 1965, do hereby thank Television Station WWAY most sincerely for its interest in the College and for its continuing endeavor to promote the interests of the College by broadcasts; and

"BE IT FURTHER RESOLVED that this resolution be spread on the minutes of the Board of Trustees and that a copy be sent to Television Station WWAY."

#### R E S O L U T I O N

"WHEREAS, Radio Station WMFD, since its beginning, has been most generous in the coverage afforded to events occurring at Wilmington College; and

"WHEREAS, by this coverage, WMFD has assisted immeasurably in creating in the minds of its audience a substantial and good image of the College and of its objectives and accomplishments;

"NOW, THEREFORE, BE IT RESOLVED that the Trustees of Wilmington College in regular session on July 6, 1965, do hereby thank Radio Station WMFD most sincerely for its interest in the College and for its continuing endeavor to promote the interests of the College by broadcasts; and

"BE IT FURTHER RESOLVED that this resolution be spread on the minutes of the Board of Trustees and that a copy be sent to Radio Station WMFD."

#### R E S O L U T I O N

"WHEREAS, Radio Station WKLM, since its beginning, has been most generous in the coverage afforded to events occurring at Wilmington College; and

"WHEREAS, by this coverage, WKLM has assisted immeasurably in creating in the minds of its audience a substantial and good image of the College and of its objectives and accomplishments;

"NOW, THEREFORE, BE IT RESOLVED that the Trustees of Wilmington College in regular session on July 6, 1965, do hereby thank Radio Station WKLM most sincerely for its interest in the College and for its continuing endeavor to promote the interests of the College by broadcasts; and

"BE IT FURTHER RESOLVED that this resolution be spread on the minutes of the Board of Trustees and that a copy be sent to Radio Station WKLM."

R E S O L U T I O N

"WHEREAS, Radio Station WGNI, since its beginning, has been most generous in the coverage afforded to events occurring at Wilmington College; and

"WHEREAS, by this coverage, WGNI has assisted immeasurably in creating in the minds of its audience a substantial and good image of the College and of its objectives and accomplishments;

"NOW, THEREFORE, BE IT RESOLVED that the Trustees of Wilmington College in regular session on July 6, 1965, do hereby thank Radio Station WGNI most sincerely for its interest in the College and for its continuing endeavor to promote the interests of the College by broadcasts; and

"BE IT FURTHER RESOLVED that this resolution be spread on the minutes of the Board of Trustees and that a copy be sent to Radio Station WGNI."

R E S O L U T I O N

"WHEREAS, Radio Station WHSL, since its beginning, has been most generous in the coverage afforded to events occurring at Wilmington College; and

"WHEREAS, by this coverage, WHSL has assisted immeasurably in creating in the minds of its audience a substantial and good image of the College and of its objectives and accomplishments;

"NOW, THEREFORE, BE IT RESOLVED that the Trustees of Wilmington College in regular session on July 6, 1965, do hereby thank Radio Station WHSL most sincerely for its interest in the College and for its continuing endeavor to promote the interests of the College by broadcasts; and

"BE IT FURTHER RESOLVED that this resolution be spread on the minutes of the Board of Trustees and that a copy be sent to Radio Station WHSL."

Seconded by Mr. Schwartz. Motion carried unanimously.

Dr. Randall told the Trustees that Wilmington College stands an excellent chance of being accredited as a four-year College by 1967. Mr. Gordon Sweet, Executive Secretary of the Commission on Colleges of the Southern Association, visited the College about two months ago and expressed great pleasure in its progress. He suggested that it might be possible for the College to obtain "early accreditation" and even for this accreditation to be retroactive to cover the class of 1965. The Administration has appointed a Steering Committee with Dr. B. Frank Hall as Chairman. Mr. Graham commented that Mr. Sweet's confidence in the College is most complimentary to the administration and the faculty.

Committee Reports

Finance Committee:

Mr. Willis was unable to give a complete report at this time. Dr. Randall reported that the College is presently ending the fiscal year 1964-65.

Building Committee:

Mr. Graham said he had talked with the architects about plans for the new buildings and that they have set April, 1966 as a target date for bids.

Student Activities Committee:

Mr. Schwartz reported that Mr. Brooks has "broken ground" for two tennis courts. He also said the lease for the cafeteria ran out in June, and he recommended that it be re-leased to Mr. Frank Collier for two years. He also stated that he felt Mr. Collier had done an excellent job with the cafeteria, serving good food and also making money for the College. Mr. Graham moved we sign this lease. The motion was seconded by Mr. Wooten and passed.

Grounds Beautification Committee:

Mr. Graham reported that some of the live oak trees he and Mr. Willis had planted on the College grounds are doing fine, and that plans to replant in the early fall have been made. He commended Mr. Willis and Mr. Noe for the excellent job they are doing in beautifying the College grounds.

Public Relations Committee:

Mr. David E. Warner, Director of College Relations, was welcomed to the staff by the Board members. Dr. Randall told the Trustees there was enough money in the budget to hire Mrs. Clare Taylor again in September to help Mr. Warner with his drive to publicize Wilmington College. Mr. Tillery seemed concerned about the necessity of having two employees for this particular job, but Dr. Randall explained the importance of keeping Wilmington College before the public.

Mr. Graham moved to adjourn at 8:35 p.m.

Chairman

Mrs. Cyrus D. Hagan, Jr.

Secretary

mbp

## Minutes

The regular meeting of the Board of Trustees of Wilmington College was held Tuesday, August 24, 1965, in the Board Room in the Wilmington College Library Building.

Seven Members Present: Mr. Frederick B. Graham; Mrs. Cyrus D. Hogue, Jr.; Mr. Harry Payne; Mr. B. D. Schwartz; Mr. James Smith; Mr. L. Bradford Tillery; Mr. Arthur Wooten. Representing the College were Dr. William M. Randall; Dr. J. Paul Reynolds; Mr. A. R. Willis; Mr. Thomas P. Brown and Mr. David E. Warner. Present for the Star-News was Miss Marti Martin.

Mr. L. Bradford Tillery, Vice Chairman, called the meeting to order at 7:30 p.m.

Before any business was transacted Mr. Tillery asked members of the Board to pause for a moment in prayer in memory of Doctor John T. Hoggard.

Mr. Frederick B. Graham moved the Board of Trustees adopt the following resolution:

R E S O L U T I O N

"WHEREAS: During his lifetime Doctor John T. Hoggard was a devoted supporter of public education, donating his time and energies to the improvement of our schools and colleges;

"AND WHEREAS: He concerned himself particularly with the growth and development of Wilmington College, an institution of higher education for whose founding he was in a great way responsible, serving as its President and as the first Chairman of its Board of Trustees, and giving unselfishly of his efforts and wisdom in its behalf;

"Now therefore BE IT RESOLVED: That the Board of Trustees of Wilmington College do sincerely deplore the passing of this great friend of education and do most freely recognize his contribution to the College, to the schools of New Hanover County, and to education;

"And BE IT FURTHER RESOLVED: That this resolution be spread on the minutes of the Board and communicated to the public press, and that a copy be transmitted to his family."

Seconded by Mrs. Hogue. Passed unanimously.

Report of the President:

Dr. Randall reported that 545 students had enrolled for the first term of summer school; 440 for the second term; a total of 985 for the summer session of 1965. 356 Freshmen preregistered for the fall quarter and 561 others; a total of 917, with an expected total enrollment of approximately 1,200 students.

Dr. Randall stated he had been called to a meeting of the State Board of Higher Education to be held in Durham, August 25. Mr. A. Rex Willis would accompany him.

-2-

The Board was informed that Dr. Randall and Mr. L. Bradford Tillery attended hearings on the Speaker Ban Law held August 11, in Raleigh.

Dr. Randall then read two letters from Mr. David M. Britt, Chairman, Commission to study the Speaker Ban Law. These letters were in reference to a meeting September 8, in Raleigh, and requesting the President of the College to attend, as well as the chairman of the governing board and the president of the college chapter of the A.A.U.P. and that such chapter president be requested to bring with them their 1963, 1964 and 1965 files relative to the Speaker Ban Law.

Dr. Randall read a draft of a prepared statement to be read to the Commission at the September hearing. After some discussion Mrs. Hogue made a motion that a special meeting be held by the Board, prior to September 8, and that a statement for the Vice Chairman be prepared formulating the view points of the Trustees. This motion was seconded by Mr. Payne and approved.

Dr. Randall presented a progress report on Capital Improvements, stating he anticipated having a final report ready by October 31.

Dr. Randall reported to the Board that the Foundation, from income received, would assist in the purchase of a microcard reader for the library.

Mr. Schwartz moved that the election of a Chairman of the Board be postponed until all vacancies had been filled. This was seconded by Mr. Wooten. Passed.

Finance Committee:

Dr. Randall reported July the first month of the fiscal year and income and expenditures were normal.

Building Committee:

Mr. Graham gave a progress report of the buildings. He stated the Kenan Memorial Building was progressing nicely and we would do what was necessary in connection with any sewerage problem.

Student Activities Committee:

No report

Grounds Beautification Committee:

No report

Public Relations Committee:

Mrs. Hogue requested Mr. Warner to make a report for this committee. Mr. Warner stated two meetings were held with members of the Foundation. Special letters, in regard to funds for the Foundation, were prepared and mailed to the members of the Board of Directors for approval.

Placement activities have been inaugurated and several interviews held with seniors completing their work this summer and during the fall quarter.

-3-

Information material for all faculty members has been completed, with the exception of new members, and informational sheets have been prepared for each member of the Board of Trustees.

Dr. Reynolds reported to Board members that the Southern Association is sending a committee for preliminary visitation on October 17, 18 and 19. He said that Dr. Robert Lawton, assistant dean of the college of arts and sciences, Florida State University, will serve as chairman of the committee. The committee is being sent to the College to study the possibility of early accreditation, retroactive to the 1965 graduating class.

Mrs. Hogue moved for adjournment at 8:35 p.m.

Minutes of the Executive Session of the Board of Trustees:

An Executive Session of the Board of Trustees was held immediately following the adjournment of the regular meeting of the Board. Members present were: Mr. Graham, Mr. Payne, Mr. Schwartz and Mr. Tillery. Representing the College were Dr. Randall and Dr. Reynolds.

Dr. Reynolds asked for approval of the Executive Committee of granting tenure to Mr. Franklin H. Allen and Mr. Doug W. Swink with the promotion to associate professor, and to Dr. Joanne K. Corbett and Dr. W. M. West to professor.

It was moved by Mr. Tillery that this change be approved. Seconded by Mr. Payne. Motion carried.

The Executive Session adjourned at 9:00 p.m.

Dr. Bradford Tillery  
Vice Chairman

Mrs. Lynn D. Hogue  
Secretary

## Minutes

Special Meeting of Board of Trustees, September 2, 1965, at Wilmington College.

Six Members Present: Mr. Frederick B. Graham; Dr. C. E. Hartford; Mrs. C. D. Hogue, Jr.; Mr. B. D. Schwartz; Mr. James Smith and Mr. L. Bradford Tillery.

Mr. Tillery called the meeting to order at 7:30 p.m.

There was discussion concerning the statement of the Vice Chairman to be made on behalf of the Board of Trustees at the Speaker Ban hearings on September 8, and a concensus was reached concerning the content of the statement.

A motion was made by Mr. Graham and seconded by Mr. Schwartz to accept the gift of shrubs by Mrs. P. R. Smith in memory of Doctor Hoggard. Passed unanimously.

The meeting adjourned at 9:15 p.m.

L. Bradford Tillery  
Vice Chairman

Mr. Cyrus D. Hogue, Jr.  
Secretary

## Minutes

The regular meeting of the Board of Trustees of Wilmington College was held Tuesday, September 28, 1965, in the Board Room in the Wilmington College Library Building.

Ten Members Present: Mr. Frederick Coville; Mr. Frederick Graham, Mr. Addison Hewlett, Jr.; Mrs. C. D. Hogue, Jr.; Mr. Alan Marshall; Mr. B. D. Schwartz; Mr. James Smith; Mr. Bradford Tillery, Jr.; Mr. E. B. Tomlinson, Jr. and Mr. Raiford Trask. Present for the College were Dr. William M. Randall; Mr. Thomas P. Brown; Mr. A. Rex Willis and Mr. David Warner. Representing the Star-News was Miss Lyndal Warren.

Mr. Tillery, Vice Chairman, called the meeting to order at 7:35 p.m.

Mr. Foster Edwards, Clerk of Superior Court, administered the Oath of Office to the four new Board members. Mr. Frederick Coville, Mr. Addison Hewlett, Jr., Mr. Alan Marshall and Mr. Bradford Tillery, Jr.

The first order of business was the organization of the Board, election of officers and frequency of meetings. Nominations were in order for Chairman of the Board. Mrs. Hogue made a motion the voting be by written ballot. This was seconded by Mr. Schwartz. Passed unanimously.

Mr. David Warner was then asked to serve as "teller." Ballots were cast for nomination. Those nominated were Mr. Frederick Graham, Dr. C. E. Hartford, Mr. Addison Hewlett, Jr. and Mr. L. Bradford Tillery, Jr. Mr. Addison Hewlett, Jr. requested his name be withdrawn as he had just recently become a member of the Board. Voting proceeded and Mr. L. Bradford Tillery, Jr. was elected by a majority. Mr. Graham made a motion that Mr. Tillery be elected unanimously. This was seconded by Mr. Trask and passed. Mr. Graham was nominated by Mr. Trask as Vice Chairman. This was seconded by Mr. Schwartz and nominations were closed by Mr. James Smith. Mr. Graham was elected unanimously. Mrs. C. D. Hogue, Jr. was nominated for Secretary by Mr. Schwartz, seconded by Mr. Graham and elected unanimously. Mr. Schwartz was nominated for Treasurer by Mr. Graham, seconded by Mr. Smith and elected unanimously.

After some discussion as to the frequency of Board meetings Mr. Tomlinson made a motion the Board meet every two months. Mr. Smith seconded this motion. After further discussion this motion was passed with Mrs. Hogue and Mr. Schwartz voting in the negative.

Mr. Schwartz moved the Board dispense with a reading of the minutes of the August meeting and that they be approved. Seconded by Mr. Smith. Passed.

Report of the President:

Dr. Randall announced to Trustees that he had received an additional check from Mr. Frank Kenan in the amount of \$14,219.11. This check has been placed in the bank on Certificate of Deposit.

Dr. Randall read excerpts from Form HEW pertaining to the College complying with the Health, Education, and Welfare Regulation of the Civil Rights Act of 1964. Dr. Randall requested authority from the Board to sign this form. Motion was made by Mr. Graham that he be given this authority. It was seconded by Mrs. Hogue. Passed.

A letter was read by Dr. Randall from Mr. Seago, Mechanical Engineer in the Property Control and Construction Division, in reference to the College connecting to the city water and sewerage facilities. He concurred with Dr. Randall that it would be advantageous to the College to make this connection. After some discussion a motion was made by Mr. Tomlinson, seconded by Mr. Trask, to authorize Mr. Graham as Chairman of the Buildings and Grounds Committee to determine from the City the water and sewerage rates and to establish a cost estimate to complete this project. Passed unanimously.

At the request of Dr. Randall the Board voted unanimously to name as Professor Emeritus of English Miss Shannon Morton. Miss Morton retired from Wilmington College in the spring.

Dr. Randall expressed his concern to the Board over the acceptance of transfer students. After some discussion the Board re-affirmed a section of the College's standards for admission, requiring that a transfer student must be re-admissible to his former college before being eligible for admission to Wilmington College.

Dr. Randall informed Trustees that the College has at present enrolled 1050 students for the Fall Quarter.

In the absence of Dr. Paul Reynolds, Dean of the Faculty, Dr. Randall discussed the average salaries of the faculty. He said that although we were in the D Class, we were as high as the state would permit us to be at this time. Dr. Randall told Trustees we would have a \$65,000 increase in salaries for next year and he would like very much to see us get up to Class C.

Mr. Tillery told the Board that he would like someone to make a motion authorizing Mr. Willis to enter into a contract with faculty members to make withholdings from their salaries to purchase an annuity from the insurance company of their choice. This motion was made by Mr. Hewlett, seconded by Mr. Graham and passed.

#### Committee Reports:

##### Finance Committee:

In the absence of Dr. Hartford, Chairman, Mr. Willis assured the Trustees the College is solvent.

##### Building Committee:

Mr. Graham said that the Sarah Graham Kenan Building is moving along much better than the previous ones, and preliminary plans for the Library building and the Chemistry-Physics building are well under way.

**Student Activities Committee:**

Mr. Schwartz reported the Physical Education building is "99 per cent complete" and suggested the dedication be held during the College's first basketball game of the year. This game will be played December 3. He was instructed to make concrete plans for this dedication along with his Committee. Mr. Schwartz said he had received a financial statement from the Student Activity Funds and would give a report on it at the next Board meeting.

**Grounds Beautification:**

No report

**Public Relations:**

Mrs. Hogue reported Mrs. Clare Taylor had returned to the College as part-time assistant to Mr. David Warner, Director of College Relations. Mrs. Taylor and Mr. Warner are making plans for organizing an Alumni Association and have set October 13 as the date of their first meeting.

Dr. Randall announced that a committee from the Southern Association of Colleges and Schools has scheduled a visit to Wilmington College on Monday and Tuesday, October 18 and 19, as a follow-up to a similar visit last spring. "In essence," the president said, "they will be here to determine whether or not Wilmington College is ready to begin the process of accreditation a year earlier than previously planned." He pointed out that if the committee's report is favorable, the College should be accredited by the end of next year, thereby making accreditation retroactive to the first graduating class.

Mr. Tillery took this opportunity to welcome the new members to the Board. He expressed his pleasure in their appointment to the Board and looked forward to working with them for the growth of the College.

Mr. Tillery moved to adjourn at 9:00 p.m.

T. Randolph Tillery  
Chairman

Mrs. Eugene D. Hogue Jr.  
Secretary

## Minutes

The regular meeting of the Board of Trustees of Wilmington College was held on Tuesday, October 26, 1965, in the Board Room in the Wilmington College Library Building.

Six Members Present: Mr. Frederick Coville; Mr. Frederick Graham; Mrs. C. D. Hogue, Jr.; Mr. Alan Marshall; Mr. B. D. Schwartz and Mr. L. Bradford Tillery, Jr. Representing the College were: Dr. William M. Randall; Dr. J. Paul Reynolds and Mr. David Warner.

Mr. Tillery, Chairman, called the meeting to order at 7:30 p.m.

Mr. Schwartz moved that the minutes of September 28, 1965, be approved with the following correction:

Paragraph 16 which reads,

Mr. Tillery told the Board that he would like someone to make a motion authorizing Mr. Willis to enter into a contract with faculty members to make withholdings from their salaries to purchase an annuity from the insurance company of their choice. This motion was made by Mr. Hewlett, seconded by Mr. Graham and passed.

should read,

Mr. Tillery told the Board that he would like someone to make a motion that the business officer of Wilmington College be authorized to enter into annual contracts with any of the faculty members, administrative officers and employees of Wilmington College which contracts provide for a deduction in salaries below the total established compensation for salary schedule for a term of one year. This motion was made by Mr. Hewlett, seconded by Mr. Graham and passed.

Seconded by Mr. Coville. Passed.

Report of the President:

Dr. Randall announced that he had received a gift of \$400 for the Scholarship Fund from the Wilmington Bridge Unit of the American Contract Bridge League.

Dr. Randall read excerpts from a letter to Mr. Tillery regarding Dr. Hoggard's bequests to the College. Twenty-two shares of stock in the North Carolina National Bank to be held in trust to perpetuate the "Hoggard Achievement Medal," and \$5,000 in cash, to be used in connection with the Physical Education Building. Dr. Randall said since the Physical Education Building has been completed, he and Mr. Brooks, Head of the Athletic Department; would like to use this money for the building of an outdoor track.

Dr. Randall reported on the recent visit of representatives of the Southern Association of Colleges and Schools to the campus in connection with accreditation. He said he had not yet received an official report from the representatives but that they made several suggestions while on campus. Emphasis was placed on the building of dormitories, hiring of a purchasing officer,

a supervisor of personnel and mechanizing registration. They also recommended hiring another librarian for acquisitions, and the increasing of funds spent on journals, especially foreign ones.

Dr. Randall informed Trustees he would be traveling extensively for the balance of the year. He will attend the North Carolina College Conference in Charlotte, November 4 and 5. He and Dr. Reynolds will attend the Southern Association of Colleges and Schools Conference to be held in Richmond, Virginia, November 28 through December 2. Dr. Reynolds will also accompany him to Washington, D. C. for the American Council on Education Conference, to be held December 8 through 10.

Dr. Randall explained our status of request for Federal Funds. He said tentative plans for the Library Building and Chemistry-Physics Building would have to be approved at an early date so that application for these funds can be submitted to the State Commission in Raleigh by November 30.

Committee Reports:

Finance Committee:

Dr. Randall requested the Trustees to look over the monthly budget statement individually.

Building Committee:

Minutes of the Building Committee meeting held Friday, October 22, 1965 at 4 p.m. in the Board Room in the Wilmington College Library Building:

Members Present: Mr. Frederick Graham and Mr. Raiford Trask. Present for the College: Dr. William M. Randall; Miss Helen Hagan and Dr. Will S. DeLoach.

This meeting was held for the purpose of approving plans for the Library Building and the Chemistry-Physics Building.

As a result of this meeting, Mr. Graham, Chairman of the Building Committee, recommends the Committee approve the interior preliminary plans, but requests the architects come up with something different for the exterior of the Library Building by Tuesday, October 26, when the Board of Trustees will meet.

Meeting adjourned at 5:45 p.m.

Mr. Graham, Chairman, presented Mr. Robert Sawyer of Ballard, McKim and Sawyer, and Mr. Leslie Boney of Leslie Boney, Architects, and requested that they present their drawings for discussion. After a full explanation by the architects and a thorough discussion by members of the Board as to interior plans for the Library and Chemistry-Physics Buildings, a motion was made by Mr. Alan Marshall that we tentatively approve the interior plans for these two buildings. Seconded by Mrs. Hogue. Passed.

-3-

Elevations and exteriors of the buildings were not presented at this time. Architects told the Board members these would be ready for their approval at a special meeting scheduled for Tuesday evening, November 9.

Mr. Graham stated he would have more to say about the water and sewerage problem at the next meeting.

Student Activity Committee:

Mr. Schwartz reported the tennis courts completed. He also gave a report on the status of the Student Activity Fund. This Fund shows a surplus of \$540.00 for 1964-65.

Grounds Beautification Committee:

Dr. Randall advised Mr. Graham that Mr. Peterson is now ready to begin work on the moving of shrubs donated by Mrs. P. R. Smith in memory of Dr. John Hoggard.

Public Relations Committee:

Mr. Warner reported a temporary chairman had been elected at the first meeting of the Alumni Association. He also said he, Mrs. Hogue, Mrs. Taylor, Dr. Randall and Dr. Hall were guests at a recent luncheon given by the Editorial Staff of the Star-News Newspapers, Inc. in order to foster relationships with the Newspaper and the College Staff.

Mr. Tillery told Board members he would present the contract of the College with James Walker Memorial Hospital at the next meeting.

Dr. Paul Reynolds expressed his deep appreciation for all kindnesses shown during his recent bereavement.

Mr. Tillery moved to adjourn at 9:10 p.m.

*I. Bradford Tillery*  
CHAIRMAN

*Mrs. Cyrus D. Hogue, Jr.*  
SECRETARY

## Minutes

A special meeting of the Board of Trustees of Wilmington College was held on Tuesday, November 9, 1965, in the Board Room in the Wilmington College Library Building.

Eight Members Present: Mr. Frederick Coville; Mr. Frederick Graham; Mr. Addison Hewlett; Mrs. C. D. Hogue, Jr.; Mr. B. D. Schwartz; Mr. James Smith; Mr. L. Bradford Tillery and Mr. Raiford Trask. Representing the College were: Dr. William M. Randall; Dr. J. Paul Reynolds; Mr. A. Rex Willis and Mr. David E. Warner.

Mr. Tillery, Chairman, called the meeting to order at 7:30 p.m.

Mr. Coville moved that the Board dispense with the reading of the minutes of October 26, and that they be approved. Seconded by Mr. Schwartz. Passed.

Mr. Tillery presented to the Board for consideration a proposed policy statement regulating visiting speakers at state-supported educational institutions of higher learning. After discussion, Mr. Graham moved that the Board adopt the following Speaker Policy as set forth by the Governor's Commission. This was seconded by Mr. Coville. Motion carried unanimously.

SPEAKER POLICY

The Trustees recognize that this Institution, and every part thereof, is owned by the people of North Carolina; that it is operated by duly selected representatives and personnel for the benefit of the people of our state.

The Trustees of this Institution are unalterably opposed to communism and any other ideology or form of government which has as its goal the destruction of our basic democratic institutions.

We recognize that the total program of a college or university is committed to an orderly process of inquiry and discussion, ethical and moral excellence, objective instruction, and respect for law. An essential part of the education of each student at this Institution is the opportunity to hear diverse viewpoints expressed by speakers properly invited to the campus. It is highly desirable that students have the opportunity to question, review and discuss the opinions of speakers representing a wide range of viewpoints.

It is vital to our success in supporting our free society against all forms of totalitarianism that institutions remain free to examine these ideologies to any extent that will serve the educational purposes of our institutions and not the purposes of the enemies of our free society.

We feel that the appearance as a visiting speaker on our campus of one who was prohibited under Chapter 1207 of the 1963 Session Laws (The Speaker Ban Law) or who advocates any ideology

or form of government which is wholly alien to our basic democratic institutions should be infrequent and then only when it would clearly serve the advantage of education; and on such rare occasions reasonable and proper care should be exercised by the institution. The campuses shall not be exploited as convenient outlets of discord and strife.

We therefore provide that we the Trustees together with the administration of this Institution shall be held responsible and accountable for visiting speakers on our campuses. And to that end the administration will adopt rules and precautionary measures consistent with the policy herein set forth regarding the invitations to and appearance of visiting speakers. These rules and precautionary measures shall be subject to the approval of the Trustees.

Mr. Tillery suggested Dr. Randall draw up a set of regulations concerning such speakers for its consideration at the next meeting of the Board.

Mr. Bob Sawyer, architect, presented to the Board, a tentative overall site plan. After viewing these drawings, Mr. Graham made a motion the Board approve the sites for the Library and Chemistry-Physics Buildings. This was seconded by Mr. Smith. Passed unanimously.

Floor plans for the Chemistry-Physics Building were studied. Mr. Schwartz moved these plans be approved. Seconded by Mr. Trask. Motion carried.

Mr. Trask made a motion the Board accept the elevation drawings for the Chemistry-Physics Building as presented by Mr. Sawyer. This was seconded by Mr. Graham. Passed.

Mr. Leslie Boney, architect, presented interior floor plans for the Library Building. Mr. Hewlett moved we approve these plans. This was seconded by Mr. Smith. Motion carried.

Elevation drawings for the Library Building were shown by Mr. Boney. Mr. Coville made a motion we accept the plan for the Library Building elevation. This was seconded by Mr. Graham. Motion carried.

After the Board had passed the motions necessary to send the approved plans to the North Carolina State Commission on Higher Education Facilities in Raleigh, Mr. Graham offered a resolution of appreciation to the architects for their efforts in preparing these plans so quickly.

Mr. Tillery told the Board that the present set of By-Laws set up by the original Board of Trustees at Wilmington College were now outmoded in a great many ways. He would like to have them brought up to date, and requested Mr. Hewlett to adapt them consistent with the General Statutes. In making this request of Mr. Hewlett, Mr. Tillery said he felt it would be more expeditious for one person to handle this project.

-3-

Mr. Tillery then presented to the Board a contract between the Wilmington College Board of Trustees and James Walker Memorial Hospital Board of Trustees pertaining to the associate degree in Nursing Program entered into by the College. This contract has been accepted by the Hospital Board. A motion was made by Mr. Schwartz that we accept this contract. Seconded by Mr. Trask. Passed.

Report of the President:

Dr. Randall told Board members he had received a copy of the report from the Visiting Committee of the Southern Association of Colleges and Schools. A mimeographed copy of this report was given to each Board member. Dr. Randall asked that they study it carefully. He and Dr. Reynolds felt this report to be a very good one. They agreed wholeheartedly that our most urgent need is for dormitories.

Dr. Randall announced the next Board meeting would be Tuesday, December 14, at 7:30 p.m.

Mr. Tillery said he had talked with attorneys handling Dr. Hoggard's will, and they were in agreement that it is quite in order to use the \$5,000 bequeathed to the College by Dr. Hoggard for the Physical Education Building to build a field track. A motion was made by Mr. Schwartz that the funds be so used, and that Mr. Tillery write a letter of acceptance for the gifts left by Dr. Hoggard. Seconded by Mr. Coville. Passed.

Mr. Tillery moved to adjourn at 8:50 p.m.

L. Bradford Tillery  
Chairman

Mrs. Cyprian D. Hedges, Jr.  
Secretary

## Minutes

The regular meeting of the Board of Trustees of Wilmington College was held on Tuesday, December 14, 1965, in the Board Room in the Wilmington College Library Building.

Six Members Present: Mr. Frederick Coville; Mr. Addison Hewlett, Jr.; Mrs. C. D. Hogue, Jr.; Mr. L. Bradford Tillery; Mr. Eugene B. Tomlinson, Jr. and Mr. James Smith. Representing the College were: Dr. William M. Randall; Dr. J. Paul Reynolds; Mr. David E. Warner and Mr. Thomas P. Brown.

Mr. Tillery, Chairman, called the meeting to order at 7:50 p.m.

Mr. Smith moved that the Board dispense with the reading of the minutes of November 9, and that they be approved. Seconded by Mr. Tomlinson. Motion carried.

Report of the President:

Dr. Randall reported on a meeting of the Southern Association held in Richmond, Virginia, November 28 through December 2, which he and Dr. Reynolds attended. The North Carolina Speaker Ban Law was a controversial topic, but after consideration the North Carolina State-supported institutions of Higher Education were not removed from the list of accredited colleges.

Dr. Randall and Dr. Reynolds also attended a conference of the American Council on Education held December 8 through 11, in Washington, D. C. Dr. Randall said the purpose of this meeting was to inform college officials of the administration of the Higher Education Act of 1965.

Dr. Randall said he spent the day in Raleigh, North Carolina, attending a luncheon given by Governor Moore. Also attending this luncheon were the other presidents of State-supported institutions and the director and assistant director of the Board of Higher Education. Dr. Randall told Board members that the Governor was most anxious to have the Trustees show their good faith by approving regulations for Visiting Speakers.

Dr. Randall gave a report on the recent request for Federal funds. He said all forms had been completed and mailed. Dr. Randall feels we stand high on the list to receive these funds because the forms received from Wilmington College were the best prepared and the best documented, and we will increase our assignable space by 83%. Also we have made very efficient use of our present buildings, in that we use our present laboratories and classrooms more than any other college.

No further information has been received on accreditation by the Southern Association except some oral statements to Dr. Reynolds and Dr. Randall that we should proceed with our Self-Study Program.

-2-

Committee Reports:

Finance Committee:

In the absence of our Finance Chairman, Dr. Randall presented a copy of the November budget report to Board members. Other information pertinent to finances was given by Dr. Randall.

Building Committee:

Mr. Graham, Chairman of the Building Committee, was absent, but the contractor for the Sarah Graham Kenan Building has assured college officials that the building will be completed by the middle of January.

Grounds Beautification Committee:

No report

Student Activities Committee:

In the absence of Mr. B. D. Schwartz, Mr. David Warner presented three tentative dates for the dedication of the gymnasium. January 19, January 29 and February 8. He also announced the Basketball Tournament to be held December 30 through December 31. The tennis courts are almost finished and are expected to be ready for use during the Winter quarter.

Public Relations Committee:

Reporting for the Public Relations Committee, Mr. Warner said the College Brochures are ready. These will be mailed to all Guidance Directors of high schools to be distributed to juniors and seniors.

College Night will be held January 12, from 7 until 9 p.m. This will be the first program of this type in New Hanover County, and will draw students from Pender and Brunswick Counties. To date, 25 colleges have accepted invitations to send a representative to this College Night Program.

New Business:

Mr. Addison Hewlett moved the Board adopt the regulations set up by the Faculty Committee and Administration. This motion was seconded by Mr. James Smith. Passed unanimously.

REGULATIONS FOR VISITING SPEAKERS

1. Any individual or organization planning to invite a speaker or group to the campus of Wilmington College shall, before making a commitment to such speaker or group, secure the approval of the President of the College.

-3-

2. This request for approval shall be in writing, and shall contain the following information:
  - a. The name and position or title of the proposed speaker, or the designation of the group.
  - b. The subject of the speech or lecture or the nature of any other presentation.
  - c. The name of the person or organization extending the invitation.
  - d. A statement of any costs to the College
  - e. Assurance that at least one member of the College faculty or administration will be present if college students are invited.
  - f. The date and time of the meeting.
  - g. The expected composition of the audience.
- . 3. It is understood that, when appropriate, there will be opportunity for discussion or rebuttal.
4. It is further understood that when students and faculty of the College are to be present, the meeting or lecture shall clearly serve the advantage of education.

Dr. Randall reviewed with Board members our request for Capital Improvements for the 1967-1969 biennium. After some discussion, Mr. Tomlinson moved we eliminate items number 4 and 10, move number 7 to 4th place, and let the remainder stand as is. This was seconded by Mr. James Smith. The motion was carried with Mrs. Hogue voting in the negative.

CAPITAL IMPROVEMENTS PRIORITY ADOPTED BY TRUSTEES FOR 1967-1969 BIENNIUM

1. Dormitory for 200 women
2. Dormitory for 200 men
3. Cafeteria
4. Education building
5. Garage and Shop
6. Roads and parking
7. Central heating facility
8. Theatre
9. Greenhouse

-4-

Mr. Tillery presented two contracts to the Board for consideration. One with New Hanover Memorial Hospital, Wilmington, North Carolina, and one with Cherry Hospital, Goldsboro, North Carolina. These contracts were both approved by the directors of the two hospitals. Mr. Tillery said he had looked them over and felt they were what we needed. He recommended these contracts be signed. Mr. Addison Hewlett made a motion to this effect. Mr. James Smith seconded the motion. Motion carried.

Due to the recent death of Mr. James F. Collier it was necessary for Mr. Tillery to present another contract to the Board for the operation of the College Cafeteria. This contract is with Mr. Frank Byrne, restaurateur, and runs from January 1, 1966 until January 1, 1967. It was moved by Mrs. Hogue we sign this contract. Seconded by Mr. Tomlinson. Passed. Mr. Addison Hewlett did not vote, since he is attorney for Mr. Byrne.

Mr. Addison Hewlett said he would have a copy of the revised By-Laws ready for the Board's consideration at the next regular meeting.

Mr. Tillery told Board members that Committee Assignments would be included with a copy of the December minutes.

The next regular meeting of the Board will be held Tuesday, February 22, at 7:30 p.m.

Mrs. Hogue moved to adjourn at 9:20 p.m.

L. Beauford Gillen  
Chairman

Mrs. Cyrus Hogue Jr.  
Secretary

COMMITTEE ASSIGNMENTS  
BOARD OF TRUSTEES  
WILMINGTON COLLEGE

The following assignments are to be effective January 1, 1966, and continuing through reorganization of the Board of Trustees after June 30, 1966:

EXECUTIVE COMMITTEE ✓

Fred Graham - Chairman  
Addison Hewlett  
Alan Marshall  
B. D. Schwartz  
L. B. Tillery

PUBLIC RELATIONS COMMITTEE ✓

Marianne Hogue - Chairman  
James Smith  
Horace Corbett  
C. E. Hartford  
Frederick Coville

FINANCE COMMITTEE ✓

B. D. Schwartz  
C. E. Hartford - Chairman  
Horace Corbett  
James Smith

STUDENT ACTIVITY COMMITTEE ✓

Addison Hewlett  
Marianne Hogue  
Fred Coville - Chairman  
Eugene Tomlinson  
B. D. Schwartz

BUILDING AND GROUNDS COMMITTEE ✓

Marianne Hogue  
Alan Marshall - Chairman  
Raiford Trask  
Fred Graham  
Addison Hewlett

GROUND BEAUTIFICATION COMMITTEE

Raiford Trask - Chairman ✓  
Eugene Tomlinson  
B. D. Schwartz  
Fred Coville

Under the present By-Laws, and presumably under such modified By-Laws as will be adopted, each committee chooses its own Chairman. The Chairman of the Board of Trustees is an ex officio member of all committees and will undertake to convene each committee within the next several weeks for the purpose of organization and for such business as may come before it.

LECTURE COMMITTEE

Nr. B. D. Schwartz, Chairman  
Mrs. C. D. Hogue, Jr.  
Mr. Addison Hewlett, Jr.

SCHOLARSHIP COMMITTEE

Mrs. C. D. Hogue, Jr., Chairman  
Mr. Raiford Trask  
Mr. B. D. Schwartz

Investment Committee - Endowment

Dr. William H. Wagoner  
Mr. L. Bradford Tillery  
Mr. Frederick B. Graham  
Mr. B. D. Schwartz  
Dr. C. E. Hartford

MINUTES  
BOARD OF TRUSTEES  
WILMINGTON COLLEGE

1966

## Minutes

The regular meeting of the Board of Trustees was held Tuesday, February 22, 1966, in the Board Room in the Wilmington College Library Building.

Ten Members Present: Mr. Frederick Coville; Mr. Frederick Graham; Mr. Addison Hewlett; Mrs. C. D. Hogue, Jr.; Mr. Alan Marshall; Mr. B. D. Schwartz; Mr. James Smith; Mr. L. Bradford Tillery; Mr. Eugene B. Tomlinson, Jr.; and Mr. Raliford Trask. Present for the College were Dr. William M. Randall; Dr. J. Paul Reynolds; Dr. B. Frank Hall; Mr. David E. Warner; and Mr. A. Rex Willis. Representing the Star-News Newspapers was Miss Marti Martin.

Mr. Tillery, Chairman, called the meeting to order at 7:30 p.m.

Mr. Smith moved the Board dispense with the reading of the minutes of the December meeting and that they be approved. Seconded by Mr. Schwartz. Passed.

Report of the President:

Dr. Randall reported on the Winter Quarter enrollment. Each member was given a copy showing a breakdown of the enrollment as to counties, states and enrollment in individual classes.

In reporting on the "A" Budget, Dr. Randall said this budget (which is based on a projected full time equivalency enrollment) will be based on 1,250 students for 1967-68 and on 1,300 students for 1968-69.

Dr. Randall told Board members that the Department of Nursing had been given provisional accreditation by the North Carolina Board of Nursing.

Dr. Randall received a letter from the Advisory Budget Commission permitting the College to use \$60,000 from our Capital Improvement Funds already appropriated to pay for the water and sewerage connections to the City, which action has been approved by the Property Division. He was advised by the Commission to put in a request to the legislature to replace this amount. Dr. Randall stated he had made this request but needed approval of the Board. A motion was made by Mr. Smith that we make application for the replacement of \$60,000 to our Capital Improvement appropriation. Seconded by Mrs. Hogue. Passed.

At this time Mr. Tillery read a letter from Mr. E. C. Brandon, Jr., City Manager, explaining in detail the terms of the City in extending water and sewerage to the College. Copy of this letter is attached.

Dr. Randall told Trustees we needed to dig a ditch from the College to Bradley Creek to alleviate a serious drainage problem we have. This ditch would go through property owned by Mr. Richard Shew and arrangements would have to be made for the running of this ditch. Mr. Tillery referred the matter to the Building and Grounds Committee.

Dr. B. Frank Hall presented the "Self-Study" program to the Board. He explained to the members that the College was now engaged in a self-study in order to prepare for accreditation by the Southern Association of Colleges and Schools. Dr. Hall requested the full cooperation of the Trustees and asked that they

participate to the extent of making a self-study of the College Trustees. Mr. Graham moved the Board make this self-study. The motion was seconded by Mr. Alan Marshall. Passed unanimously.

Reports of Committees:

Minutes of the Executive Committee Meeting held February 17, 1966.

"A meeting of the Executive Committee was held at the Wachovia Bank & Trust Company on the afternoon of February 17, 1966. Mr. Fred Graham, Chairman, presided, and the following members were present: Mr. B. D. Schwartz; Mr. Alan Marshall; Mr. Addison Hewlett and Mr. Bradford Tillery.

"A number of matters were discussed by the committee and action was taken in the following two instances:

- "1. The Board is advised that the Committee is of the opinion that the College gymnasium should be named Hanover Hall. The following factors entered into this recommendation:
  - "A. The citizens of New Hanover County have, from the earliest days of existence of the College, been its ardent supporters. Their pride in the College and their determination that it succeed has been and continues to be a source of inspiration to the students, faculty, administration and the trustees in their continuing efforts to maintain the excellent reputation which the College enjoys.
  - "B. The Board of County Commissioners of New Hanover County has, on countless occasions, demonstrated its faith in and concern for the College by appropriations to meet emergency needs of the College in the days before it became a State-supported institution. Without this help the plans and programs of the College would have, in many instances, been materially delayed.
  - "C. The Board of Education played a major role in the planning, organization and operation of the College prior to appointment of the initial Board of Trustees. Without the diligent and effective work of the Board of Education, the task of the Trustees would have been immeasurably harder.
  - "D. The College is situated in an area which takes understandable pride in its historical background. New Hanover County was formed in 1728 and was named in honor of the House of Hanover which was at that time occupying the throne of England. In the selection of the name Hanover Hall the Trustees will be making a material contribution to the preservation of the traditions which are such an integral part of the life of North Carolina.
- "2. The Committee was unanimous in the concern for the responsibility which it has in the selection of faculty members and has advised the administration of its willingness to meet and consider in

-3-

formal session the recommendations of the administration with regard to prospective faculty appointments."

Mr. Graham moved the Board accept the recommendation of the Executive Committee to name the new gymnasium "Hanover Hall." This was approved unanimously. Mr. Tomlinson suggested that in the future consideration be given to the naming of the other buildings in historical sequence of the College.

Finance Committee:

In the absence of Dr. Hartford, Mr. Willis reported the financial condition of the College satisfactory.

Grounds Beautification Committee:

Mr. Trask requested Mr. Willis to contact Mrs. P. R. Smith and arrange to have the plants, which were donated to the College in memory of Dr. Hoggard, moved as soon as possible. Mr. Willis said he would attend to this immediately.

New Business:

Mr. Hewlett asked for a discussion of the revised By-Laws which he had prepared for the College. After a few minor changes, he moved they be adopted by the Board. The motion was seconded by Mr. Graham. Motion carried.

B Y - L A W S

of the

BOARD OF TRUSTEES OF WILMINGTON COLLEGE

"Section 1-1. Membership, Election and Term.

The Board of Trustees of Wilmington College shall consist of twelve members appointed by the Governor of the State of North Carolina, subject to the confirmation of the General Assembly in joint session assembled; and the terms for the twelve members shall be eight years staggered so that three vacancies shall occur every two years. (Chapter 116, Section 46, of the General Statutes of North Carolina)

Section 1-2. Power to vote.

All members of the Board of Trustees, as described in Section 1-1 above, shall have the power to vote on all questions coming before the Board for consideration. No member, however, shall have the privilege of voting by proxy.

Section 2-1. Officers of the Board of Trustees, Duties.

(a) Election of Chairman and Vice Chairman.

At the first meeting after June 30 of each year, the Board of Trustees shall elect one of their own members as Chairman and one as

Vice Chairman, and designate such committees of the Board, and endow them with such powers, as may be deemed proper and wise for the management of the affairs of the institution. The Chairman shall appoint the committees so designated. A quorum of the Board of Trustees for the transaction of business shall consist of a majority of the members of the Board. All actions of the Board of Trustees shall be taken by a majority vote, a quorum being present. (Chapter 116, Section 46, Sub-section 4)

In the absence of the Chairman and the Vice Chairman, the Board may appoint someone from their number to preside for the time being.

(b) Secretary.

The Trustees shall elect annually a Secretary, provided that the person so elected may, but need not be, a Trustee.

(c) Treasurer.

The Trustees shall elect annually a Treasurer, provided that the person so elected may, but need not be, a Trustee.

One person may be elected to serve as both Secretary and Treasurer. The officers so elected shall serve for one year or until their successors in office shall be duly elected.

Section 3-1. Minutes of the Board.

The Secretary shall be responsible for the keeping of the minutes of all the meetings of the Board; shall file, index and preserve all minutes, papers and documents pertaining to the business and proceedings of the Board; shall be custodian of the Wilmington College Seal and all of the records of the Board, and shall attest the execution by the Chairman of all the Wilmington College legal documents and instruments.

The Secretary shall notify the members of the Board of all meetings in accordance with provisions of Section 7-1 of these by-laws. Within ten days after each meeting of the Board, the Secretary shall transcribe the minutes of the meeting and mail a copy to each member of the Board.

Section 4-1. Agenda for Board Meetings.

A copy of the agenda for all regular meetings of the Board, and insofar as practicable, copies of all reports to be presented to said meeting, shall be mailed to each member of the Board by the Secretary at least five days before such meeting. This provision shall not be construed to prohibit the presentation of business not on the agenda by members of the Board.

Section 5-1. Regular and Special Meetings of the Board.

It shall be the duty of the Board of Trustees to hold not less than two regular meetings a year as fixed by the Trustees, at which the Board shall consider recommendations of the President of the institution, and transact such other business as may properly come before it. The Board of Trustees may also hold special meetings from time to time upon the call of the Chairman of the Board. (Chapter 116, Section 46, Sub-section 3)

Any matter of business relating to Wilmington College may be considered at a special meeting of the Board of Trustees except:

(1) No special meeting shall have power to revoke or alter any order, resolution or vote of a regular meeting unless it be stated in the call that such is the purpose of the meeting.

(2) The Board may at regular meetings, by resolution, vote, or ordinance, from time to time, as to it shall seem meet, limit, control or restrain the business to be transacted, and the power to be possessed and exercised by special meetings of the Board, called according to law, and the powers of such special meetings shall be limited, controlled and restrained accordingly.

#### Section 6-1. Quorum of Committees.

A majority of the voting members of any committee of the Board of Trustees shall constitute a quorum.

#### Section 7-1. Notice of Meetings.

##### (a) Board of Trustees.

Upon request of the Chairman, the Secretary shall mail to each member of the Board of Trustees, a notice of time and place of meetings as follows:

- (1) Regular meetings: a notice of not less than five days.
- (2) Special meetings: a notice of not less than five days, except that in the discretion of the Chairman, a notice of two days may be given to each member by telephone.

##### (b) Executive Committee.

Upon request of the Committee Chairman, the Secretary shall mail to each member of the Executive Committee a notice of the time and place of the meetings as follows:

- (1) A notice of three days except in emergency situations, in the discretion of the Committee Chairman, a notice of one day by telephone may be given.

#### Section 8-1. Order of Business.

The order of business for all meetings of the Board of Trustees shall be as follows:

##### (a) Roll Call.

(b) Correction and approval of all minutes of regular and special meetings not already approved by the Board at the preceding regular meeting.

- (c) Reports and recommendations of:
  - (1) The President of Wilmington College, who may call upon members of his staff for reports.
- (d) Reports of Standing Committees.
- (e) Reports of Special Committees.
- (f) Unfinished business.
- (g) New business.

Section 9-1. Rules of Order.

Except as changed by specific rules and regulations enacted by the Board of Trustees of Wilmington College, Robert's RULES OF ORDER shall constitute the rules of parliamentary procedure applicable to all meetings of the Board of Trustees and its several committees.

Section 10-1. Powers of the Board of Trustees.

(a) The Board of Trustees is hereby constituted a body corporate and an agency of the State of North Carolina under the name and style of "The Board of Trustees of Wilmington College," and by that name may sue and be sued, make contracts, acquire real and personal property by gift, purchase, or devise, and exercise such other rights and privileges as are ordinarily exercised by corporations of like character and as are necessary for the proper administration of the affairs of said institution.

(b) The Board of Trustees and its successors in office shall hold in trust for the State of North Carolina title to all property now held, or which shall be later acquired by said Board.

(c) The Board of Trustees shall be responsible for the management of all the affairs of the institution, subject to the applicable laws of the State of North Carolina, and shall have the duty to provide for the handling and expenditure of all moneys whatsoever belonging to, appropriated to, or in any way acquired by the institution; it shall provide for the erection of all buildings, the making of all needed improvements, the maintenance of the physical plant of said institution, and may do all things deemed useful and wise for the good of the institution.

(d) It shall be the duty of the Board of Trustees to elect a President of the institution and to fix his salary within the schedule provided by law, and to fix his tenure of office. Upon recommendation of the President, it shall be the duty of the Board of Trustees to elect other officers, teachers, and employees, to fix their duties, tenure of office, and within the schedule provided by law, their salaries. The Board of Trustees shall also establish by-laws for the management of the institution's affairs, and rules and regulations for the general management of the institution, and the discipline of the students.

(e) The Board of Trustees, upon recommendation of the faculty, is hereby authorized and empowered to confer or cause to be conferred such degrees as are usually conferred by similar institutions, subject to the authority of the North Carolina Board of Higher Education to determine and approve the kinds of degrees to be conferred by the institution.

(f) Under the now existing plan of operation, the institution may continue operating a campus laboratory or demonstration school, consistent with the appropriations made therefor.

The foregoing powers are set forth in Chapter 116, Section 46, Sub-section 5, of the General Statutes of North Carolina, and such other powers as are conferred by law of the State of North Carolina are also vested in the Trustees.

Section 11-1. Standing Committees of the Board of Trustees.

The titles, membership, terms of office and duties of the standing committees of the Board of Trustees shall be as set out in this section. Elections to fill unexpired terms on any committee may be held at any regular meeting of the Board provided proper notice has been given in accordance with Section 7-1.

(a) The Executive Committee.

The Executive Committee shall consist of five members who shall be members of the Board and who shall serve for a term of one year beginning August 1 following their election. The election of the Executive Committee shall take place at the July meeting of the Board every year.

The Committee shall elect its own Chairman and Secretary.

Special meetings may be held at the discretion of the Chairman of the Committee or upon request of two members of the Committee.

The Executive Committee shall have full power to act for the Board of Trustees except that it shall not have power to revoke any order, resolution or vote of a regular or special meeting of the Board of Trustees, and it shall not have power to elect a President or other officer of the College.

The Executive Committee shall report in writing all of its action to the Board of Trustees.

(b) The Finance Committee.

The Finance Committee shall consist of three Trustees who shall serve for a period of one year beginning on the August 1 following their election.

It shall be the duty of the Finance Committee to direct and supervise the expenditure, collection and investment of Wilmington College moneys and to oversee the preparation of proposed budgets.

The Finance Committee shall elect its own Chairman and Secretary.

(c) The Building Committee.

The Building Committee consisting of five Trustees shall serve for a period of one year beginning the August 1 following their election.

The Building Committee shall elect its own Chairman and Secretary.

After receiving the recommendations of the President and other officers of the College, the duty of the Building Committee shall, subject to all legal requirements relative to the construction of buildings owned by College Board of Trustees, be as follows:

- (1) Selection of architects or engineers for buildings and improvements requiring such professional services.
- (2) Approval of building sites.
- (3) Approval of plans and specifications.
- (4) Final acceptance of all completed buildings and projects.
- (5) Oversee repairs and maintenance to existing structures.

(d) Student Activity Committee.

The Student Activity Committee shall consist of five members who shall be members of the Board and who shall serve for a term of one year beginning on August 1 following their election.

The Committee shall elect its own Chairman and Secretary.

It shall be the duty of the Student Activity Committee to direct and supervise all student activities in the nature of athletics, social events, and other matters of a non-academic nature.

(e) Public Relations Committee.

The Public Relations Committee shall consist of five Trustees who shall serve for a period of one year beginning on the August 1 following their election.

The Committee shall elect its own Chairman and Secretary.

It shall be the duty of the Public Relations Committee to supervise and oversee all news releases and other forms of publicity which reflect upon or tend to reflect upon the position which the College holds in the Community.

Section 12-1. Special Committees of the Board of Trustees.

Special Committees of the Board of Trustees or of the Executive Committee may be created by these bodies to take charge of subjects specifically referred to them. Such Committees shall be appointed in the manner prescribed for the election of other Committees, and shall consist of the number of members, and shall have such powers, as may be

ordered by resolution at the time of their appointment, and shall cease to exist when their functions have been discharged. The Chairman of any Special Committee shall submit the report of his Committee in writing signed by all members agreeing thereto. A minority may submit a dissenting report in like manner.

Section 13-1. Reference to Committees.

All matters presented to the Board of Trustees or to the Executive Committee, except routine business, which come within the sphere of interest or activity of any Standing Committee, shall be submitted to the appropriate committee for investigation and report; provided, however, that the Board may proceed to consider any matter without referring it to committee if a majority of those present vote for immediate consideration. The recommendations of the appropriate committees shall be submitted to the Board of Trustees in writing.

Section 14-1. Amendments, Suspensions.

These by-laws may be amended at any regular or special meeting of the Board of Trustees by a vote of a majority of those present; but no amendment may be considered by the Board unless it has been filed with the Secretary and a copy has been mailed to each member of the Board at least ten days before the meeting in which the amendment is to be offered.

Any by-law may be suspended at any regular or special meeting of the Board of Trustees for that meeting by consent of three-fourths of all members present."

Dr. Randall presented a proposal to establish a program to the A.B. degree with Major in Music Education and a Minor in Applied Music. Mrs. Hogue moved this proposal be accepted. Seconded by Mr. Schwartz. Passed.

Dr. Randall said the American Legion had requested the use of our Baseball Field for the summer months. He discussed this request with Coach Brooks and he was of the opinion it would be a very satisfactory arrangement. Board members agreed wholeheartedly with Dr. Randall and Coach Brooks, stating they felt it would help to create a feeling of community cooperation. Dr. Randall asked Mr. Tillery to contact Mr. Symmes, Head of the American Legion, in regard to liability insurance, in order to protect the College.

Dr. Reynolds presented a contract made between the Consolidated Board of Health, the Mental Health Center and Wilmington College, which was approved by the Board. He stated he would present later a contract with a Nursery School when one had been selected.

Mr. Schwartz moved that the regular meeting of the Board of Trustees be held monthly. Mr. Smith seconded the motion. It was passed unanimously. Mrs. Hogue raised the question of choosing another night for the Board meetings. She suggested Mrs. Parris, Acting Secretary, send out a memorandum asking each member to suggest the day and time most convenient for them to meet. This memorandum to be returned to Mrs. Parris before the regular meeting in March.

The Executive Committee has approved the following to the faculty for 1966-67. Dr. Ray Williams, Assistant Professor of English; Dr. Daniel Plyler, Associate Professor of Biology; and Mr. Jackson Sparkes, Assistant Professor of French.

Dr. Reynolds made the following recommendation to the Board:

Promotion in rank involving extending Tenure

<u>Name</u>	<u>Promotion</u>	<u>Department</u>	<u>Orig. Appt.</u>
1. James Parnell	Asst Prof to Asso Prof	Biology	1964
2. William Brooks	Asst Prof to Asso Prof	Phys. Educ. (1951)	1954
3. Samuel Chambers	Asso Prof to Prof	History	1964

Promotion from Instr to Asst Prof involving 3-year contracts

<u>Name</u>	<u>Department</u>	<u>Orig. Appt.</u>
1. Betty Stike	Educ.	1964
2. William Lowe	German	1964
3. Walser Allen	History	1964
4. Thomas Gay	History	1960

Renewal of contract at Asst Prof rank involving Tenure

<u>Name</u>	<u>Department</u>	<u>Orig. Appt.</u>
1. Louis Adcock	Chemistry	1956
2. Mary Bellamy	Spanish	1961
3. Helena Cheek	French	1953
4. Loyd Hudson	Music	1959
5. Thomas Lupton	Math	1958
6. Adrian Hurst	Math	1953

Renewal of 3-year contract at Asst Prof rank without Tenure

<u>Name</u>	<u>Department</u>	<u>Orig. Appt.</u>
1. Thomas Moseley	History	1963
2. Rolla Nelson	Physics	1961
3. Thomas McCall	English	1960
4. Gerald Rosselot	English	1960

A motion was made by Mr. Graham that the Trustees accept these recommendations. It was seconded by Mr. Tomlinson. Passed.

Mr. Graham moved the Board again recognize Mr. Frederick Coville for his most recent gift to the College. Motion was seconded by Mr. Schwartz. Passed unanimously.

The following were elected as Committee Chairmen:

Executive Committee, Mr. Frederick Graham; Public Relations Committee, Mrs. C. D. Hogue, Jr.; Finance Committee, Dr. C. E. Hartford; Student Activity Committee, Mr. Frederick Coville; Building and Grounds Committee, Mr. Alan Marshall; Grounds Beautification Committee, Mr. Raiford Trask.

Dr. Randall stated the next Board meeting would be held Tuesday, March 29, at 7:30 p.m.

Mr. Tillery moved to adjourn at 9:30 p.m.

D. Bradford Plyler  
Chairman  
Cyrus D. Hogue, Jr.  
Secretary



# City of Wilmington

NORTH CAROLINA

OFFICE  
OF THE  
CITY MANAGER

February 17, 1966

Mr. L. Bradford Tillery, Chairman  
Board of Trustees  
Wilmington College  
P. O. Box 182  
Wilmington, North Carolina

Dear Mr. Tillery:

This is in reply to your letter of February 4, 1966 and a result of numerous conferences in conjunction with water and sewer service for Wilmington College.

The City is agreeable to furnishing water and sewer service to the College on the following basis (numbers correspond with those of your letter):

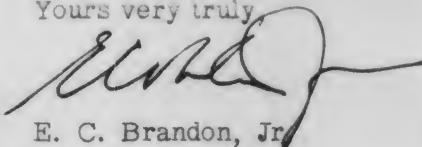
1. All water and sewer mains are to be the property of the City with proper right-of-way agreement being granted by the College. As to water mains, this will include those on which fire hydrants are connected and on which meters are connected. It is to be understood that all lines beyond the meters will be the property of and maintained by the College. As to sewer lines, the above would apply to the main into which the College pumps from its present collection tank or to which service laterals are connected. Any pumping process, force mains or service laterals will be the property of and responsibility of the College.
2. The rates for water shall be the standard outside city limit rate (double inside City rate) and each meter will be billed at its total reading rather than a cumulative reading and billing.
3. Sewer rates shall be the standard outside City limit rate.
4. Water meters will be installed by the City under regular City policy and at standard City rates.
5. The City shall furnish fire protection to the College at

Page Two  
Mr. L. Bradford Tillery  
February 17, 1968

no supplementary charge.

We are happy to cooperate with you, the Board of Trustees and the College and trust that this work will be accomplished in the near future and in a satisfactory manner to you.

Yours very truly,



E. C. Brandon, Jr.  
City Manager

ECB/ch

cc: Mr. Cicero P. Yow, City Attorney  
Chief D. E. Millinor, Fire Department  
Mr. R. F. Coleman, Jr., Director of Public Works  
W & S Billing Dept.  
Mr. J. Ward Andrews, City Engineer

## Minutes

The regular meeting of the Board of Trustees was held Tuesday, March 29, 1966, in the Board Room in the Wilmington College Library Building.

Eight Members Present: Mr. Frederick Coville; Dr. C. E. Hartford; Mr. Addison Hewlett, Jr.; Mrs. Cyrus D. Hogue, Jr.; Mr. Alan A. Marshall; Mr. B. D. Schwartz; Mr. James Smith; and Mr. L. Bradford Tillery. Present for the College were Dr. William M. Randall; Dr. J. Paul Reynolds; and Mr. David E. Warner, Jr. Representing the Star-News Newspapers was Miss Marti Martin.

Mr. Tillery, Chairman, called the meeting to order at 7:30 p.m.

Mr. Schwartz moved the Board dispense with the reading of the minutes of the February meeting and that they be approved. Seconded by Mr. Smith. Passed.

Report of the President:

Dr. Randall told Trustees he had received a letter from the Department of Health, Education, and Welfare stating that \$827,000 has been reserved for the College. This is one-third of the cost of the Library and Chemistry-Physics buildings, the other two-thirds have been appropriated by the State. Final approval of this reserved fund will be subject to a full review of our application, architectural and engineering specifications and cost estimates. Dr. Randall also stated he had been advised by Mr. Wheeler, from the State Commission on Facilities for Higher Education, to go ahead with architectural plans for these two new buildings. It is hoped that work on the buildings may start June or July.

A recently formed organization, Association of Eastern North Carolina Colleges, has invited Wilmington College to join. A membership fee of \$1,500 per year would be required. Dr. Randall explained the functions of this Association, and by common consent it was decided not to join this group at this time.

Dr. Randall said the Student Activity Committee planned to recommend to the Trustees that we buy two station wagons. The State is buying a new wagon for the College and we will retain the one we have, giving us the two needed wagons.

Dr. Randall stated that lately the winches in the gymnasium controlling the basketball goals, had been giving considerable trouble. It has been recommended by the architects, Ballard, McKim and Sawyer, that these winches be replaced with electric ones, at a cost of \$1,500. Payment for installation of these electric winches would come from current appropriations, or the fund from back taxes. A motion was made by Mr. Hewlett

that these winches be installed. It was seconded by Mr. Coville. Motion carried.

A copy of the 1964-65 audit from the State was given to each Trustee.

An announcement was made by Dr. Randall of the speaking engagement of Mr. Egon E. Kafka, Manager of the Appolo Project. Mr. Kafka will speak on Tuesday evening, April 19, at eight o'clock, in the Student Services Building.

**Committee Reports:**

**Executive Committee:**

Mr. Tillery reported in the absence of Mr. Graham, Chairman. He stated the Committee held one meeting, and considered and approved a number of faculty appointments.

**Finance Committee:**

Dr. Hartford, Chairman, presented a report of the Budget and Capital Improvements for the Trustees. In the absence of Mr. Willis, Dr. Randall added that there was an estimated balance of \$350,000 for the rest of the year.

**Building and Grounds Committee:**

Mr. Marshall, Chairman, reviewed actions taken by the Board at the February 22 meeting in regard to the water and sewerage connections with the City of Wilmington. A letter will be sent from the Board to the Property Division confirming this agreement.

**Grounds Beautification Committee:**

Dr. Randall reported he was happy to say the azaleas, given by Mrs. P. R. Smith in memory of Dr. Hoggard, had been planted.

**Student Activity Committee:**

Mr. Coville reported this Committee met with Dr. Randall and Coach Brooks. They discussed new ways to raise money for athletics, since they did not want to take too much money from the Student Activity Fees. After some discussion by Trustees as to what they could do to aid this group, Mr. Tillery suggested the possibility of a Booster's Club being formed.

**Public Relations Committee:**

Mr. Warner reported for the Public Relations Committee saying planned interviews had been held and numerous students have recently had an opportunity for placement.

## New Business:

Dr. Randall presented the "B" budget for 1967-69 to the Board. He explained each item on this budget and added that we were trying to get this additional amount to add to our operating expenses and to upgrade our faculty status. Mr. Addison Hewlett made a motion to allow Dr. Randall to add any necessary items to the "B" budget that would assist in the growth of the College, and to improve the faculty status. Seconded by Mr. Schwartz. Motion carried.

At 8:45 p.m. members voted to adjourn and the Board continued in an executive session.

Mr. Tillery presented to the Trustees a list of names for the Board of Directors of the Wilmington College Foundation. He had previously requested Dr. Hartford and Mr. Alan Marshall to prepare a list for acceptance by the Trustees. Mr. Marshall explained that according to the Articles of Incorporation, members of the Board of Directors would serve for a period of one year, two years and three years. The names and their designated terms of office are as follows:

For a term of one year:                    J. Fred Rippy  
    H. A. Marks  
    Frederick Coville

For a term of two years:                    B. D. Schwartz  
    Harry E. Payne  
    W. Mercer Roé, Jr.  
    Harry Kramer

For a term of three years:                John H. Fox  
    Samuel D. Bissette  
    Peter B. Ruffin  
    Thomas H. Wright, Jr.

The Chairman of the Board, the Vice Chairman, and the Chairman of the Finance Committee of the Trustees are ex officio members of the Board of Directors of the Foundation. Mr. Tillery advised the Board of Directors could not exceed fifteen in number. He then asked that other nominations be made from the floor. The name of Mr. Harry Kramer, of Wallace, North Carolina, was submitted.

Mr. Hewlett made a motion we include Mr. Kramer's name on this suggested Board and we adopt the recommendations of the nominating committee subject to acceptance by those elected. Mr. Smith seconded the motion. Motion carried unanimously.

It was recommended that Mr. Tillery seek the willingness to serve from each of the prospective Board members.

-4-

Mr. Tillery asked for suggestions for names of commencement speakers. The names of Mr. Robert Morgan, Mr. Archie Davis and Mr. Watts Hill, Jr. were presented. By consensus of the Board, Mr. Watts Hill, Jr. was chosen as the proposed commencement speaker. Dr. Randall was asked to extend to him an immediate invitation.

Dr. J. Paul Reynolds was invited to explain the Trustee's participation in the Self-Study of the College for the Southern Association. Mrs. Hogue and Mr. Smith were asked to represent the Board in areas not related to specific Board Committees. Mr. Tillery and Mr. Graham are to act as liaison between the Faculty Steering Committee and the Board of Trustees.

Permission was given Dr. Hartford, Chairman of the Wilmington College Foundation, to present a special proposal naming a building on the campus in honor of a member of the Kallman family.

Mr. Tillery directed the Building Committee to take steps to see that contract and architectural commitments were more closely supervised and directed during the planning and construction of all buildings.

Mr. Tillery moved to adjourn at 9:45 p.m.

L. Beaspel Gillery  
Chairman

Mrs. Cyrus D. Hogue, Jr.  
Secretary

(Paragraph 8, omitted)

Dr. Randall told the Board permission had been received from the State to enlarge our telephone system. With the growth of the College, a new type is needed. This will be installed in about two weeks and will give up to ten outside lines. We will probably use only five to begin with.

## Minutes

The regular meeting of the Board of Trustees of Wilmington College was held on Tuesday, April 26, 1966, in the Board Room in the Wilmington College Library Building.

Four Members Present: Mr. Frederick Coville; Mr. Addison Hewlett, Jr.; Mrs. C. D. Hogue, Jr.; and Mr. L. B. Tillery. Present for the College were Dr. William M. Randall; Dr. J. Paul Reynolds; Mr. Thomas P. Brown; Mr. A. Rex Willis; and Mr. David E. Warner, Jr. Representing the Star-News Newspapers was Miss Marti Martin.

Mr. Tillery, Chairman, called the meeting to order at 7:40 p.m.

Mrs. Hogue moved the Board dispense with the reading of the minutes of the March meeting and that they be approved. Seconded by Mr. Hewlett. Passed.

Report of the President:

Dr. Randall told Trustees the Sarah Graham Kenan Building should be completed by May 15, and that the State would make inspection soon after that date.

Mr. Egon Kafka, General Manager of the Apollo Program, visited the College on April 19. Dr. Randall said Mr. Kafka was the first speaker to visit the College under the new lecture series program of which Mr. Walser Allen is Chairman.

Dr. Randall announced the meeting of the Board of Directors of the Wilmington College Foundation would be held Thursday afternoon, April 28, 1966, at four-thirty o'clock, in the Board Room in the Wilmington College Library Building.

At this time Mr. Tillery, Chairman, presented the following names for election to the Board of Directors:

For a term of one year:

J. Fred Rippy  
H. A. Marks  
Frederick Coville

For a term of two years:

B. D. Schwartz  
Harry E. Payne  
W. Mercer Rowe, Jr.  
Harry Kramer

For a term of three years:

John H. Fox  
Samuel D. Bissette  
Peter B. Ruffin  
Thomas H. Wright, Jr.

-2-

A motion was made by Mr. Addison Hewlett that this recommended Board be accepted. This was seconded by Mrs. Hogue. Passed.

Dr. Randall said "Friends of Wilmington College" have started their annual membership drive, and donations have started to come in, which is very gratifying.

Members of the Board were informed that Mr. Frank Honey, an instructor in our Music Department, has made several worthwhile contributions (amounting to over \$2,500) to the College. A motion was made by Mr. Coville that a letter of appreciation be sent by the Board to Mr. Honey. This was seconded by Mrs. Hogue. Motion carried. Mr. Tillery requested Dr. Randall to write such a letter.

Dr. Randall informed the Board that Mr. Gordon Sweet, Executive Secretary of the Commission on Colleges and Schools for the Southern Association had visited the College. He met with Dr. Randall and with Dr. Reynolds and the Steering Committee. Dr. Reynolds reported that even though Mr. Sweet did not make any commitments, he felt sure he was pleased with the progress the College was making on the Self-Study.

Dr. Randall explained the water and sewerage connections were going forward. Mr. Tillery said he had a call from Mr. Boney relative to correspondence between the City Council and Mr. Alan Marshall, and that this project was going along as scheduled. Mr. Boney advised we should seek to pay for this project with money from the Library appropriations rather than going into the money from back taxes. Dr. Randall said the Property Division had advised we pay for this project from our Capital Improvements appropriation as we should receive matching funds for all money expended.

Dr. Randall explained it would be necessary for the Board to give him authority to negotiate the certificates given the College, by Mr. and Mrs. Lenox G. Cooper, to set up a Student Loan Fund. Mr. Hewlett moved we authorize the President to cash in these certificates. This was seconded by Mr. Coville. Motion carried.

#### Committee Reports:

Finance Committee: Mr. Willis reported expenditures and income were normal for the month of March.

Building Committee: Dr. Randall reported a target date for starting the new buildings was set for early summer. He said the architects were about ready with the preliminary drawings and that there were no major differences.

-3-

Student Activity Committee: Mr. Coville, Chairman, said he did not have a written report but would like to say how much he was enjoying the baseball games. Mr. Tillery joined Mr. Coville in his praise of the Athletic Department and expressed his appreciation for the Sports News coverage given by our local paper.

Public Relations Committee: Mr. David Warner, Director of College Relations, said a series of interviews had been terminated for the current year. Out of these interviews several students have been placed. Publications and books have been received from the DuPont Company for use in the Library and in the Placement Bureau. Mr. Coville, Chairman of the Student Activity Committee, recently visited the DuPont plant in Kinston, North Carolina, replacing Mr. Tillery, who was unable to make the trip. He was much impressed with his visit and asked that graduates make application with DuPont for employment.

New Business:

Dr. Randall stated a grant from the National Science Foundation has been received in the amount of \$3,300. \$250 for equipment and \$3,050 for library books. A motion was made by Mr. Hewlett that we accept this grant. This was seconded by Mr. Coville. Passed.

The Property Division has advised Dr. Randall that it would be advisable for the College to purchase the electrical transmission system from the Power Company. Dr. Randall explained the necessity of the College making this change. A motion was made by Mr. Coville that we purchase this system. It was seconded by Mr. Hewlett. Passed.

Dr. Randall requested that stipends in the amount of \$400 each for Mr. Earl Allen and Mr. Charles Sproles be authorized. Mr. Allen and Mr. Sproles both carry a full teaching load other than their extra coaching duties. Mr. Brooks feels that their salaries should be supplemented from the Student Activity Fund, if possible, since they are not remunerated for their coaching jobs. Mrs. Hogue moved these stipends be paid if funds are available. This was seconded by Mr. Coville. Motion carried.

Dr. Randall asked for assistance from the Board for the faculty for summer study. He said he would like to use as much as \$925.50 to help eight of our instructors who are going to college during the summer to work on their degrees. Grants of varying amounts would be made to the following:

-4-

Dale Harrison	N.C.S.U. - Raleigh	\$ 112.00
Allen Barwick	N.C.S.U. - Raleigh	112.00
Gerald Rosselot	U. N. C. - Chapel Hill	102.00
Charles Barnhill	U. N. C. - Chapel Hill	102.00
Calvin Doss	U. N. C. - Chapel Hill	47.50
Tom Gay	Univ. of Virginia	150.00
Loyd Hudson	Indiana University	100.00
For typing final draft of Dissertation:		
Carl Gay	U. N. C. - Chapel Hill	100.00
Calvin Doss	U. N. C. - Chapel Hill	100.00

A motion was made by Mr. Addison Hewlett that the Board use \$925.50 of the income from the Kenan grant for assistance to these faculty members. This was seconded by Mr. Coville. Motion carried.

In regard to alterations to be made in the former Art Studios in Hoggard Hall, Mr. Tillery requested Mr. Willis to furnish detailed renovation information for consideration at the next meeting of the Board. This area will be used for the Nursing Program.

Dr. Randall announced plans for the commencement program have been completed. Mr. J. Paul Lucas, Vice President for Public Relations of the Duke Power Company, Charlotte, North Carolina, will be the guest speaker. Mr. Lucas is a member of the Board of Higher Education of North Carolina and comes to Wilmington College highly recommended.

Mrs. Hogue moved to adjourn at 8:35 p.m.

*L. Bradford Gillen*  
Chairman

*Mrs. Cyrus Hougham*  
Secretary

## Minutes

The regular meeting of the Board of Trustees of Wilmington College was held on Tuesday, May 24, 1966, in the Board Room in the Wilmington College Library Building.

Nine Members Present: Mr. Horace Corbett; Mr. Frederick Coville; Mr. Frederick Graham; Mr. Addison Hewlett, Jr.; Mrs. Cyrus D. Hogue, Jr.; Mr. Alan A. Marshall; Mr. B. D. Schwartz; Mr. L. Bradford Tillery; and Mr. Eugene B. Tomlinson, Jr. Present for the College were Dr. William M. Randall; Dr. J. Paul Reynolds; Mr. A. Rex Willis; and Mr. David E. Warner, Jr. Representing the Star-News Newspapers was Miss Marti Martin.

Mr. Tillery, Chairman, called the meeting to order at 7:40 p.m.

Mr. Tomlinson moved the Board dispense with the reading of the minutes of the April meeting and that they be approved. Seconded by Mr. Schwartz. Motion carried.

Report of the President:

Dr. Randall announced final plans for the commencement exercises to be held in Hanover Hall Sunday, June 12, 1966, at 4 p.m. Mr. J. Paul Lucas, Vice President of the Duke Power Company, and member of the Board of Higher Education, will be the speaker. The invocation will be delivered by the Reverend James Brown, pastor of Sunset Park Methodist Church. Dr. Randall issued a special invitation to members of the Board and their families to attend, and he requested that as many Trustees as possible stand in the receiving line at the President's reception, to be held in the Student Services Building, immediately following the graduation ceremony.

Dr. Randall told the Board that progress was being made with the Self-Study. All reports are in from the various departments and area reports are being written. Dr. Reynolds stated that when final reports are edited, a summary will be made available and sent to each member of the Board and to the Commission.

Dr. Randall said the Wilmington College Foundation had received a letter along with a substantial gift from Mr. Benjamin Cone. Mr. Cone explained that his company did not make contributions to colleges that were not located where they had mills, but he was personally interested in Wilmington College. A generous contribution was received also from the Peoples Savings and Loan Association, and this will be on a continuous basis.

A letter was received by Dr. Randall from the Department of Administration, Property Division, advising provisions were being made for advanced planning for capital improvements. Dr. Randall explained that proposed construction projects would be submitted for approval and plans for new buildings could be under way before appropriations were actually received. After some discussion as to when the architects should be asked to start on such plans, Mr. Tillery, Chairman, referred the letter from Mr. Turner to the Building and Grounds Committee.

Dr. Randall explained that the College had wanted, for some time, to have a Lecture Series. Last year there was appointed a Faculty Committee on Lectures, but in order to bring more outstanding speakers to the College, funds are needed to support this program. Dr. Randall suggested a part of the income from the Kenan Trust be used in this manner. Mr. Hewlett made a motion that the Chairman appoint a committee to study this matter and to make recommendations to the Board. This motion was seconded by Mrs. Hogue. Mr. Graham made a substitute motion that the Lecture Committee be allowed to use up to \$1,000 for this purpose. After some discussion, Mr. Graham withdrew his motion. The motion made by Mr. Hewlett was carried. Mr. Tillery then asked Mr. Schwartz, Mr. Hewlett, and Mrs. Hogue to serve on this committee.

Inspection of the Sarah Graham Kenan Building, recently completed, is scheduled for June 2. Dr. Randall said that after inspection and acceptance by the Property Division, the building would be turned over to the College for occupancy. Mr. Alan Marshall, Chairman of the Building and Grounds Committee, requested that any plans for a dedication ceremony be held in abeyance.

Dr. Randall read excerpts from remarks by Governor Dan Moore at a meeting held May 12, 1966, and said he and Dr. Reynolds would have more to say later about the ten-year projection plans.

#### Committee Reports:

Finance Committee: In the absence of Dr. Hartford, Chairman, Mr. Tillery told Board members the State's audit was available for anyone who would like to see it. Mr. Willis reported that income and expenditures were normal for the month of April.

Building Committee: Mr. Alan Marshall, Chairman, stated he would like to hold all reports in abeyance until June.

Student Activity Committee: Mr. Coville, Chairman, reported that a small group did hold a meeting to discuss the possibilities of organizing a "Seahawk Club." Mr. Tillery said the group had made progress and they would make a report to the Board of Trustees as soon as the details were worked out. The purpose of having such an organization is to give assistance to the Athletic Department. Mr. Tillery added that members of the Board would be given an opportunity to say "yes" or "no" to such an organization.

Public Relations Committee: Mrs. Hogue, Chairman, told Board members that Mrs. Clare Taylor, Assistant to Mr. David Warner, would be leaving at the end of the month, and that she had certainly been an asset to the department.

#### New Business:

Dr. Randall read a recent letter from Mrs. W. F. Adcock, Jr. with the

-3-

North Carolina Federation of Women's Clubs, Inc., complimenting the performance of the Wilmington College Chorus and the Stage Band. These groups performed at a recent Women's Club Diamond Jubilee Convention held in Pinehurst, North Carolina. Mrs. Adcock said the program given was beautifully performed and the students' conduct was outstanding. She feels sure the College has made many new friends through the State as a result of this performance.

A letter was received by Dr. Randall from Mr. Lattay, Woodlands Vice President of the Riegel Paper Corporation. Mr. Lattay advised an investigation had been made of the burned area on Wilmington College property, and approximately 200 acres were covered by fire. He recommended that salvage operations be started immediately. A motion was made by Mrs. Hogue that Dr. Randall authorize Mr. Lattay to start salvage operations immediately. This was seconded by Mr. Coville. Motion carried.

Mr. Fred Graham suggested the College be more concerned about the character of the enterprises to be constructed near the College. He asked that a committee be appointed to confer with the Zoning Commission and the City Council concerning this matter. Mr. Alan Marshall, Chairman of the Building and Grounds Committee, concurred with Mr. Graham; and Mr. Tillery requested Mr. Marshall, as Chairman of this Committee, to take the matter up with the City Council.

Dr. Randall announced the next meeting of the Board would be held Tuesday, June 28, 1966, at 7:30 p.m.

Mr. Schwartz moved to adjourn at 8:30 p.m.

L Bradford Tillery  
Chairman

Mrs Cyrus D. Hogue, Jr.  
Secretary

## Minutes

The regular meeting of the Board of Trustees of Wilmington College was held on Tuesday, June 28, 1966, in the Board Room in the Wilmington College Library Building.

Four Members Present: Mr. Frederick Coville; Mr. Alan A. Marshall; Mr. B. D. Schwartz; and Mr. L. Bradford Tillery. Present for the College were Dr. William M. Randall and Mr. David E. Warner, Jr. Representing the Star-News Newspaper was Miss Marti Martin.

Mr. Tillery, Chairman, convened the meeting at 7:35 p.m.

Mr. Tillery suggested that the Board defer the reading and approval of the minutes of the May meeting until the July meeting.

Report of the President:

Dr. Randall told the Board that on Tuesday, August 9, 1966, the Advisory Budget Commission is scheduled to visit the College between the hours of 8:00 and 9:30 in the evening. The Capital Improvement Budget and the "B" Budget for the next biennium will be presented at that time.

Dr. Randall reported that about \$300 has been collected for the wood cut off College property which was damaged by fire. This money and an expected addition to it is deposited with State funds.

A letter was received by Dr. Randall from the head of the North Carolina State University Meter School thanking the College for allowing the school to be held on the College campus from June 13-16. He expressed a desire to use the facilities again next year from June 12-15.

Dr. Randall said the difficulties with city water and sewerage connection had been resolved with the State changing a policy of post payment on the project to progress payment.

The North Carolina Associated Artists Exhibit is being shown in Kenan Hall until July 31. Dr. Randall said that out of 300 entries, the juror selected only 46 to be shown.

Dr. Randall and Dr. J. Paul Reynolds will go to Raleigh on July 15 to meet with Governor Moore and other officials concerning long range planning and programs in higher education. They will also attend a meeting of the State Board of Higher Education at which time the College hopes to get approval of its request for a B.S. degree in music education.

Dr. Randall reported that the College has received a federal grant of \$5000 under the Higher Education Act for the purchase of library books. This grant, which was applied for in May and was received last week, must be expended by June 30. This money will be applied to the outstanding encumbrances in the library book budget.

-2-

Dr. Randall announced that at this time last year the College had a total of 603 applications for Fall Quarter with 405 being accepted; the totals this year are 693 applications and 452 acceptances. The enrollment for the first session of Summer School is 547; enrollment for 1965 Summer School was 545.

Committee Reports:

Finance Committee: In the absence of Dr. Hartford, Chairman, Dr. Randall told the Board that the unencumbered balance May 30 was \$201,170. The amount of money unexpended on June 30 will be carried over into next year's budget and applied to books and equipment.

Building Committee: Mr. Alan Marshall, Chairman, reported to the Board that the Associated Architects Ballard, McKim and Sawyer and Leslie N. Boney had recommended that the \$1000 penalty for the late contract completion against the C. W. Dawson General Contractors be waived. The architects cited the following reasons for this recommendation: widening of the skylights in the art department; moving cabinets from old art department to the new one; late shipment of some air-conditioning equipment; adverse weather conditions; and the excellent co-operation of the contractor. Mr. Tillery agreed that the Board should concur with these recommendations. Since a quorum was not present, this will be brought up for ratification at the next meeting. Dr. Randall showed the members of the Board the second step in the plans for the new Chemistry-Physics Building; these plans have been forwarded to the State for inspection.

Student Activities Committee: Mr. Tillery reported that he has met on two occasions with some interested people in the community on the subject of a Seahawk Club. The idea was met with enthusiasm, and Mr. Tillery is hopeful that the club will be in operation by Fall.

Public Relations Committee: Due to the absence of Mrs. Hogue, Chairman, Mr. Warner reported that he had met with Mrs. Hogue and the plans have been condensed for the Southern Association Self-Study.

New Business:

Mr. Tillery announced to the Board that at the regular meeting of July 26, new officers would be elected. He urged that all members of the Board make a special effort to attend this meeting.

Mr. Coville suggested that the Chairman of the Board should be a member of all committees of the Board. The new by-laws do not provide for this.

Mr. Tillery told the Board that the College had received notification from the State that the salary of the president would be raised to \$17,000.

The meeting was adjourned at 8:15 p.m.

L. Bradford Tillery  
Chairman  
Mrs. Cyrus D. Hogue, Jr.  
Secretary

## Minutes

The regular meeting of the Board of Trustees of Wilmington College was held on Tuesday, July 26, 1966, in the Board Room in the Wilmington College Library Building.

Nine Members Present: Mr. Horace Corbett; Mr. Frederick Coville; Mr. Frederick B. Graham; Dr. C. E. Hartford; Mrs. Cyrus D. Hogue, Jr.; Mr. B. D. Schwartz; Mr. James M. Smith; Mr. L. Bradford Tillery; and Mr. Eugene B. Tomlinson, Jr. Present for the College were Dr. William M. Randall; Dr. J. Paul Reynolds; Mr. J. M. Crews; Mr. T. P. Brown; and Mr. David E. Warner, Jr.

Mr. Tillery, Chairman, called the meeting to order at 7:30 p.m.

Mr. Schwartz moved the Board dispense with the reading of the minutes of the June meeting and that they be approved. Seconded by Mr. Tomlinson. Motion carried.

Mr. Tillery brought before the Board the matter of the ratification of the waiving of the penalty placed upon the general contractor for their failure to deliver the Sarah Graham Kenan Building on the specified date. After some discussion, Dr. Hartford made the motion that this penalty be waived according to the architects' recommendation. Seconded by Mr. Corbett. This was passed unanimously.

Mr. Tillery presented to the Board the matter of reorganization of the Board for 1966-67. Mr. Coville made the motion that the present slate of officers be retained for the coming year. Seconded by Mr. Smith. Passed. Mr. Tillery, as Chairman, stated that for the present all committees of the Board would remain as they are.

Dr. Randall told members of the Board that he had attended a meeting in Raleigh July 15, which was called for the purpose of making long range plans for higher education in North Carolina in State-supported schools. And, also on July 15, there was a meeting in the afternoon of the Board of Higher Education at which time Wilmington College was given approval to grant a major in Music Education. These meetings were also attended by Dr. Reynolds. Dr. Randall reported on a meeting held in Durham July 25, attended by Dr. Reynolds, Dean Crews and Mr. Willis. This meeting was a continuation of the long range planning for higher education.

Dr. Randall read a letter to the Board concerning a regional meeting of the Association of Governing Boards of Universities and Colleges to be held in New Orleans on October 11 and 12. It was suggested in this letter that at least two members of the Board of Trustees attend. This letter was turned over to Mr. Tillery.

Dr. Randall called the Board's attention to the fact that Mr. Crews had returned to the College after a year of study at North Carolina State University.

Dr. Randall requested that the Board make arrangements for the visit of the Advisory Budget Commission on August 9, 1966. Mr. Tillery reported that Mr. Marshall had been in contact with the State Ports concerning a joint dinner for the Commission. Mr. Smith made the motion that Mr. Marshall act for the Board and be in charge of setting up the dinner. Seconded by Mr. Graham. Passed.

Dr. Randall brought to the attention of the Board the information requested by the Advisory Budget Commission which was mailed to all members. He also reported that he had prepared a brief for presentation to the Commission.

Dr. Randall told the Board that last year at this time the College had a total of 432 acceptances from 649 applications; the totals for this year are 483 accepted from 745 applications for Fall Quarter as of this date.

Dr. Randall presented the names of Dr. Singletary and Dr. Lewis for the title of Affiliate Professor of Basic Medical Science, and Affiliate Associate Professor of Biology, respectively. Mr. Schwartz made the motion that the Board approve these two appointments. Seconded by Mr. Graham. Passed.

Executive Committee: Mr. Graham reported that the Executive Committee had met at the request of Dr. Reynolds to approve one additional faculty member. The prospective member is Dr. Granville Johnson who has accepted the position of Professor of Psychology without tenure at the salary of \$10,600. The motion to approve the appointment was made by Mr. Graham. Seconded by Mr. Tomlinson. Passed.

Finance Committee: Dr. Hartford presented the monthly report on the budget which contains figures for the entire fiscal year. This report was available for perusal by the Board.

There was a general discussion by the Board of the "B" Budget request to increase faculty salaries and decrease student-faculty ratio as outlined in the information requested by the Advisory Budget Commission. Mr. Graham made the motion that the Board of Trustees of Wilmington College go on record to give its full support to efforts to place the salaries of the faculty of Wilmington College on a parity with the salaries paid by State-supported colleges comparable to our College. Seconded by Mr. Tomlinson with an amendment that the "B" Budget include the projected 7½ per cent raises for each of the next two years that it now includes in addition to the increases in the general salary budget. Passed.

Lecture Committee: Mr. Schwartz reported that he had met with Mr. Walser Allen and the committee from the faculty in connection with securing finances for the Wilmington College Lecture Series. Mr. Schwartz told

the Board that the Committee had selected the following two names to appear on the lecture series: John Spencer Churchill at a fee of \$450; and Howard K. Smith at a fee of \$1,500. Mr. Schwartz reported that Mr. Churchill could appear on November 14 and Mr. Smith could appear on March 9. He said the Committee recommended that tickets for both lectures be sold at \$2.00. Mr. Tomlinson moved to accept the report of the Lecture Committee and to approve underwriting the series with \$1,000. Seconded by Mr. Graham. Passed.

Building Committee: In the absence of Mr. Marshall, Dr. Randall, told the Board that plans for the two new buildings are now in Raleigh for approval. He reported that the College expects to advertise for bids for these buildings by August or September.

Student Activity Committee: Mr. Coville reported to the Board the Seahawk Club would hold an organizational meeting on Wednesday, July 27, 1966, at 5:00 p.m. at the Wachovia Bank Building.

Public Relations Committee: Mrs. Hogue gave no report.

New Business: Mr. Tillery reported that he has drawn up a draft for the Trustees' report on the self-study. He recommended that the Board appoint three members to review this draft and approve with any additions or deletions as they see proper, and submit to the faculty committee. A motion to the effect was made by Mr. Smith. Seconded by Mr. Coville. Passed.

It was recommended that the Board dispense with the regular August meeting. Mr. Tillery declared that there would be no meeting in August unless a called meeting for some urgent purpose became necessary. The next regular meeting will be September 27.

Mr. Graham moved to adjourn at 8:45 p.m.

J. Bradford Tillery  
Chairman

Mrs. Cyrus D. Hogue, Jr.  
Secretary

## Minutes

The regular meeting of the Board of Trustees of Wilmington College was held on Tuesday, September 27, 1966, in the Board Room in the Wilmington College Library Building.

Ten Members Present: Mr. Horace Corbett; Mr. Frederick Coville; Mr. Frederick Graham; Dr. C. E. Hartford; Mrs. C. D. Hogue, Jr.; Mr. Alan Marshall; Mr. Addison Hewlett; Mr. B. D. Schwartz; Mr. L. Bradford Tillery; and Mr. Eugene Tomlinson, Jr. Present for the College were Dr. William M. Randail; Dr. J. Paul Reynolds; Mr. J. Marshall Crews, Mr. Thomas P. Brown; and Mr. David E. Warner, Jr. Representing the Star-News Newspapers, Inc. were Miss Lyndal Warren and Mrs. Carolyn Zimmerman.

Mr. Tillery, Chairman, called the meeting to order at 7:30 p.m.

Mrs. Hogue moved the Board dispense with the reading of the minutes of the July meeting and that they be approved. Motion seconded by Mr. Schwartz. Passed.

**Report of the President:**

Dr. Randall reported a total of 1195 students enrolled as of Tuesday. This figure exceeds the projected enrollment of 1160, and surpasses the enrollment of 1055 for the same quarter last year. By the end of the registration period, a total enrollment of 1200 is anticipated.

The work on the water and sewer lines by the City of Wilmington has been completed. Dr. Randall explained that they were now ready for the College to make their connections. This work would come under the Administration's office and Mr. Willis will ask for bids in the near future. The cost of this project will be less than the appropriated \$60,000.

Dr. Randall stated that he attended a meeting of the Board of Higher Education on September 22. This meeting dealt chiefly with long-range planning for higher education.

Dr. Randall and Dr. Reynolds, accompanied by Mr. Warner, were in Raleigh, North Carolina, September 22, to appear before the Advisory Budget Commission to present the "B" Budget for Wilmington College. Dr. Randall felt the presentation of the budget was good and their response favorable.

Dr. Randall presented three letters to the Board. One from Dr. William Wagoner, Superintendent of New Hanover County Schools, regarding the large number of teachers appointed to positions from Wilmington College. The second one from Senator Tom White thanking us for the courtesies extended during the visit of the Governor and the Advisory Budget Commission. The third one was from the Corning Glass Company. This was a letter of appreciation for the use of facilities in Kenan Hall and assistance given by the Administration and Staff.

-2-

Copies of the Self-Study were given each Board member. Dr. Randall advised that this Self-Study was for release by the Southern Association only. Dr. Reynolds pointed out to the Board that if this Self-Study is approved we will be a candidate for accreditation in November, 1967. Dr. Randall explained that the Trustees had copies of the extract of recommendations made by the Steering Committee of the Self-Study.

During the recent visit of Governor Moore and the Advisory Budget Commission, Dr. Randall, in a brief conversation with the Governor, casually invited him to visit our campus during Commencement Week, and he expressed his desire to do so. Dr. Randall was given authority by the Board to invite him to be our Commencement Speaker.

Friends of Wilmington College plan to present to the College on October 3, a check for \$5,000 to be used by the Library for the purchase of books and periodicals. Mr. Graham expressed his deep gratitude for the contributions made to Wilmington College by the "Friends," and made a motion that Mr. Tillery write a letter of appreciation to this organization. This was seconded by Mr. Tomlinson. Passed. Dr. Randall stated that he had been invited to the Wilmington Unit of The American Contract Bridge League, which meets in the Student Services Building on Monday evening, to accept a scholarship from this organization.

#### Committee Reports:

Executive Committee: Mr. Frederick Graham, Chairman, read the following minutes of a meeting held by the Executive Committee September 2:

"On September 2, 1966, the Executive Committee met in the conference room of Wachovia Bank and Trust Company. The following members were present:

Addison Hewlett  
Alan A. Marshall  
B. D. Schwartz  
L. Bradford Tillery  
F. B. Graham

"Upon motion of Mr. Hewlett seconded by Mr. Marshall the following recommendation was made:

'That Wilmington College establish an office of Institutional Research as recommended by the North Carolina Board of Higher Education and also by the Governor. That the budget be increased to take care of the expense of operating this office.'

"The Executive Committee feels that the establishment of such an office at Wilmington College will contribute much towards its progress and development in the years ahead."

Mr. Graham made a motion that these recommendations be adopted and ratified by the Board. Mrs. Hogue seconded the motion. Motion carried.

Finance Committee: Dr. C. E. Hartford, Chairman, stated he had gone over the Budget reports with Dr. Randall and there were not any particular items to be brought before the Board. The reports were made available to any Board member who would like to see them.

Building Committee: Mr. Alan Marshall, Chairman, said he had hoped to have a report on the progress of plans of the new buildings ready to present to the Board, but the architects were unable to complete it for the September meeting. He would definitely have the report within the next three or four weeks.

Student Activities Committee: Mr. Frederick Coville, Chairman, reported this committee had held a meeting and the Seahawk Club Drive is getting under way. Dr. Randall requested Mr. Coville to have his committee call a meeting and make or approve a budget for the Student Activity Fund.

Public Relations Committee: Mr. Warner, Director of College Relations, reported for the Public Relations Committee. Mr. Warner, at the request of Mrs. Hogue, reviewed the functions and achievements of the College Relations Department and outlined the needs and aspirations of the future. In a discussion about the needs of this department, Mr. Tillery suggested that the Board of Trustees give the necessary authority to the Executive Committee to approve the use of Kenan Funds for secretarial and others, if other resources are not available. Mr. Tomlinson made this suggestion a motion. It was seconded by Mr. Schwartz. Passed.

Lecture Committee: Mr. B. D. Schwartz, Chairman, gave a report as to the forthcoming Lecture Series and solicited the support of all Board members.

Mr. Schwartz asked if the \$925.50 had been paid to the professors designated. A discussion followed and Mr. Addison Hewlett made the motion that Mr. Tillery write the Attorney General for a ruling on the expenditure of Kenan Funds to professors conducting research and graduate studies. This motion was seconded by Mr. Coville. Motion carried.

Mr. Tillery informed Trustees that the Seminar for College Trustees to be held in New Orleans had been moved to Washington, D. C. He urged members to try and attend this meeting and assured them basic expenses would be paid by the state.

New Business:

Mr. Eugene Tomlinson presented to the Board the idea of a major in Transportation in the Department of Business Administration. After some discussion a motion was made by Mr. Tomlinson that the Administration be directed to investigate this possibility and report at the next Board meeting. Mr. Graham seconded the motion. Passed. Dr. Randall explained that the report would be in two phases, 1) curriculum, 2) finances.

The meeting was adjourned at 9:15 p.m.

S. Brutal Tillery  
Chairman

Mrs Cyrus Hogue Jr.  
Secretary

ROLL FOR BOARD OF TRUSTEES  
1965-1966

	9-28	10-26	11-9	12/14	2/22	3/29	4/26	5/24	6/28	7/26	9/27
<u>CORBETT, WILLIAM HORACE</u>								X		X	X
<u>COVILLE, FREDERICK</u>	X	X	X	X	X	X	X	X	X	X	X
<u>GRAHAM, FREDERICK B.</u>	X	X	X		X			X		X	X
<u>HARTFORD, DR. CHARLES E.</u>						X				X	X
<u>HEWLETT, ADDISON, JR.</u>	X		X	X	X	X	X	X			X
<u>HOGUE, MRS. CYRUS D., JR.</u>	X	X	X	X	X	X	X	X		X	X
<u>MARSHALL, ALAN A.</u>	X	X			X	X		X	X		X
<u>SCHWARTZ, B. D.</u>	X	X	X		X	X		X	X	X	X
<u>SMITH, JAMES M.</u>	X		X	X	X	X					X
<u>TILLERY, L. BRADFORD</u>	X	X	X	X	X	X	X	X	X	X	X
<u>TOMLINSON, EUGENE B., JR.</u>	X			X	X			X		X	X
<u>TRASK, RALFORD G.</u>	X		X		X						

## Minutes

The regular meeting of the Board of Trustees of Wilmington College was held on Tuesday, October 25, 1966, in the Board Room in the Wilmington College Library Building.

Eight Members Present: Mr. Frederick Coville; Dr. C. E. Hartford; Mrs. C. D. Hogue, Jr.; Mr. Alan A. Marshall; Mr. James Smith; Mr. Bradford Tillery; Mr. Eugene Tomlinson, Jr.; and Mr. Raiford Trask. Present for the College were Dr. William M. Randall; Dr. J. Paul Reynolds; Mr. J. Marshall Crews; and Mr. David Warner, Jr. Representing the Star-News Newspapers, Inc. was Mrs. Carolyn Zimmerman.

Mr. Tillery, Chairman, called the meeting to order at 7:30 p.m.

Mr. Tomlinson moved the Board dispense with the reading of the minutes of the September meeting and that they be approved. Motion seconded by Mr. Smith. Carried.

Report of the President:

Dr. Randall gave a report on the professional basketball game between the Baltimore Bullets and the St. Louis Hawks, played September 28, 1966, in Brogden Hall. Dr. Randall was most complimentary of Coach Brooks for his fine efforts in arranging this game, stating a net profit of \$2,000 was added to the Athletic Fund. Mr. Tomlinson moved the Board of Trustees adopt the following resolution:

R E S O L U T I O N

"WHEREAS, Coach William J. Brooks, has given unselfishly of his time and efforts to promote athletics at Wilmington College; and

"WHEREAS, by his recent efforts in raising a generous sum for his department by the sponsoring of a professional basketball game;

"NOW, THEREFORE, BE IT RESOLVED that the Trustees of Wilmington College in their regular session on October 25, 1966, do hereby thank Coach Brooks most sincerely for his interest and continuing endeavor to promote the Athletic Department of the College; and

"BE IT FURTHER RESOLVED that this resolution be spread on the minutes of the Board of Trustees and that a copy be sent to Coach Brooks."

Motion seconded by Mr. Smith. Passed.

A gift of \$400 for a chemistry scholarship was received recently from Mr. Hal H. McColl of Durham, North Carolina. Dr. Randall said a letter of thanks had been sent to Mr. McColl.

-2-

Dr. Randall again called attention to the meeting of The Association of Governing Boards to be held in Washington, D. C., November 16-17. He stated registration cards were available to Board members. Mr. Tillery urged members to try to attend this meeting, if possible, as he thought it would be a wonderful opportunity to hear what other colleges were doing.

On October 12, Dr. Randall was in Chapel Hill for the inauguration of Doctor Sitterson as Chancellor of The University of North Carolina at Chapel Hill.

Dr. Randall and Mr. Rex Willis visited the Asheville-Biltmore College on October 27, investigating the new dormitories recently erected on their campus. He reported on the financial arrangement used by this school, explaining in detail the hardships of such an arrangement. Plans of these dormitories and the Trust Agreement were made available to Board Members.

A screening committee of The Southern Association of Colleges and Schools will hold a meeting in Atlanta, Georgia, October 27, 1966. Dr. Randall and Dr. Reynolds will attend this meeting.

Fall quarter enrollment shows a total of 1209 students, representing forty-five North Carolina counties, eighteen states and two foreign countries. This greatly exceeds last year's enrollment of 1055. With this number of students and 17,553 quarter hours being taught, Dr. Randall stated this would give some idea of the faculty load.

Dr. Randall told Board members the College had recently received a gift from Friends of Wilmington College in the amount of \$5,000. Mr. Marshall moved the Board of Trustees adopt the following resolution:

R E S O L U T I O N

"WHEREAS, THE FRIENDS OF WILMINGTON COLLEGE since their organization have been most generous in their gifts and services to the College; and

"WHEREAS, By their recent gift have assisted immeasurably in assisting the Library with the purchase of books and periodicals;

"NOW, THEREFORE, BE IT RESOLVED that the Trustees of Wilmington College in their regular session on October 25, 1966, do hereby thank the "Friends" most sincerely for their interest and for their continuing endeavor to promote the interests of the College by their support; and

"BE IT FURTHER RESOLVED that this resolution be spread on the minutes of the Board of Trustees and that a copy be sent to Friends of Wilmington College."

This motion was seconded by Dr. Hartford. Passed.

Dr. Randall stated that Dr. Reynolds attended a meeting of The American Council on Education held in New Orleans, October 13-15. Dr. Reynolds said this meeting was chiefly concerned with improving college teaching, and felt it was one of the finest he had attended.

The annual meeting of the Southern Association of Colleges and Schools will be held in Miami, Florida, November 17, through December 1, 1966. Dr. Randall and Dr. Reynolds will attend this meeting.

Dr. Randall announced a grant of \$2,000 had been made to Wilmington College by the National Science Foundation in support of research work in analytical chemistry being pursued by Mr. Louis Henry Adcock.

Committee Reports:

Finance Committee: Dr. Hartford, Chairman, reported for the Finance Committee, stating that the budget reports were available for perusal.

Building Committee: Mr. Alan Marshall, Chairman, reported that the architects had advised him by letter that plans for the Library Building and the Chemistry-Physics Building had been sent to the State Property Control Division.

Grounds Beautification Committee: Dr. Randall conveyed to Mr. Trask the information that Mrs. P. R. Smith had promised 200 more azaleas to be used on the College campus. These plants will be moved at the proper time.

Student Activities Committee: Mr. Frederick Coville, Chairman, called on Mrs. Hogue to report on a meeting held during his absence. Following are the minutes of this meeting:

M I N U T E S

"The Student Activities Committee of the Board of Trustees of Wilmington College met on Tuesday, October 11, 1966, at 3:30 p.m. in Dr. Randall's office.

"Members present: Mrs. C. D. Hogue, Jr.; Mr. B. D. Schwartz; Mr. Addison Hewlett, Jr. Representing the College were Dr. William Randall; Mr. Thomas P. Brown; and Mr. A. R. Willis.

"After a discussion of the Student Activity Budget the following decisions were made:

- 1) The Fine Arts program requested a budget of \$2,000. Of this amount the committee approved \$1,500.
- 2) The Debate Team requested a budget of \$2,625.90. Of this amount \$2,125.90 was approved. The committee directed that all State Tournaments be attended and the Team given a choice of attending one out-of-State Tournament. It was suggested that the College station wagon could be used when available for in-State travel.

- 3) The Student Committee for the Azalea Festival Float requested an additional \$200. The Committee decided not to approve this additional request.
- 4) It was decided that the \$200 included in the budget for the Scriptic Society be discontinued as this group was not active last year and no request has been made to continue it during 1966-67.

"All other items were approved as requested.

"Mr. Schwartz recommended that the \$7.50 for Physical Education fees be separated from the total Student Activity Fees and so stated in the catalog.

"The meeting adjourned at 4:15 p.m."

After a discussion of the recommendation made by Mr. Schwartz, it was the unanimous decision of the Board to leave this to the Administration.

Public Relations Committee: Mrs. Hogue, Chairman, asked Mr. David Warner to report. Mr. Warner had the following to report:

- 1) A recent letter received from Dr. Stephen A. Freeman, director of the modern language department at Middlebury College, commending the newly published undergraduate language magazine, "BABEL," being sponsored by the Foundation of Wilmington College.
- 2) Two graduates of last year's class, who attended Middlebury College this summer, are now employed as language teachers. One in New Hanover High School and one in Pender County.
- 3) Twenty-four corporations have accepted invitations to hold fall and spring interview periods on our campus.
- 4) News releases were running about half of those of the previous year, due to lack of assistance.
- 5) R. J. Reynolds in connection with Duke University is sponsoring an Educational Fund Raising Conference January 8-11, 1967. Dr. Randall has asked the Director of College Relations to attend this conference.
- 6) The departmental brochures will not be developed until after the final dispensation of the Southern Association report.

Lecture Committee: Mr. Tillery reported for this committee. He said that ticket sales were active, and he believes these lecturers will be well received. Dr. Randall stated that Mr. Walser Allen, Chairman of the College Lecture Committee, plans to have three more lecturers to visit the campus during this year. These will be included with the package deal.

-5-

New Business: Mr. Alan Marshall requested information relative to courses of study in marine biology and transportation.

Dr. Randall stated he had received a communication from Mr. Roy A. Stevens, Director of the Resources Development Commission for Brunswick County, in regard to the location of the East Coast Laboratory of the Institute for Oceanography in the Cape Fear River area.

After a thorough discussion, and information provided by Dr. Randall and Dr. Reynolds, about the motion made at the last Board meeting on the possibility of a Transportation Major being offered at Wilmington College, Mr. Tillery asked Mr. Tomlinson to make a motion that the Board offer this program. Mr. Tomlinson moved the Administration be directed to proceed with the installation of an emphasis and major within the Department of Business and Economics, commencing with the school year beginning in the fall of 1967, contingent on state legislative authorization of ten additional faculty members. This motion was seconded by Mr. Trask. Passed.

Mr. Coville moved the Board dispense with the November meeting and hold the next regular meeting the first Tuesday in December, since the December meeting would fall during the Christmas holidays. This motion was seconded by Mr. Marshall. Motion carried.

Mr. Tillery suggested to the Board that Dr. Reynolds request some department head attend each meeting of the Board of Trustees to acquaint the Trustees with what is being done in his department and what its aspirations are.

The meeting was adjourned at 9:15 p.m.

L. Randolph Tillery  
Chairman

Mrs. Cyrus D. Hoague, Jr.  
Secretary

MINUTES  
BOARD OF TRUSTEES  
WILMINGTON COLLEGE

1967

Minutes

The regular meeting of the Board of Trustees of Wilmington College was held on Wednesday, January 18, 1967, in the Board Room in the Wilmington College Library Building.

Nine Members Present: Mr. Frederick Coville, Mr. Frederick Graham; Mr. Addison Hewlett, Jr.; Mrs. Cyrus D. Hogue, Jr.; Mr. Alan A. Marshall; Mr. B. D. Schwartz; Mr. James Smith; Mr. L. Bradford Tillery; and Mr. Raiford Trask. Present for the College were Dr. William M. Randall; Dr. J. Paul Reynolds; Mr. J. Marshall Crews; Mr. Thomas P. Brown; Mrs. Helena Cheek; Mr. William Guest; Mr. David Warner, Jr.; and Dr. Granville Johnson. Representing the Star-News Newspapers, Inc. was Mrs. Carolyn Zimmerman; WWAY T-V, Mr. Tom Slade; WECT T-V, Mr. Ken Murphy and Mr. Tom Howell; and WMFD Radio Station, Mr. Bob Hurley and Mr. John Powell.

Mr. Tillery, Chairman, called the meeting to order at 4:10 p.m.

The Board moved to dispense with the reading of the minutes of the October meeting and that they be approved.

Report of the President:

Dr. Randall's report on the enrollment of the College for the Winter Quarter 1967, stated that we now have 1116 registered students.

Mr. William S. Guest, Acting Business Manager, was introduced to the Board by Dr. Randall.

The North Carolina Board of Higher Education will meet in Raleigh, January 20, 1967, and Dr. Randall stated he planned to attend.

Miss Gwendolyn Culbreth, a Wilmington College senior was recently employed to serve as an assistant to the Director of College Relations. Miss Culbreth has been working on a part-time basis for the Star-News Newspapers, Inc., and comes highly recommended for this position.

Dr. Randall suggested Mr. Thomas P. Brown present the Senior Gift Project to the Board. Mr. Brown asked approval by the Board of a Celestial Sun Dial to be placed in front of Kenan Hall, to be given by the Class of 1967. A sketch of the proposed Sun Dial, including benches which would be added later, drawn by Ballard, McKim and Sawyer, was displayed. After some discussion, Mr. James Smith moved this gift be accepted and a letter of gratitude sent to the Class. Mr. Frederick Graham seconded the motion. Motion carried.

Mr. Walser Allen, Assistant Professor of History and Philosophy, has been granted a Fellowship for the summer, 1967 session of the Southeastern Institute of Medieval and Renaissance Studies, at Duke University. Mr. Allen will receive a stipend of \$500. This being rather a small amount, Dr. Randall suggested the Board supplement it from the Kenan Fund with about \$200. Mr. Graham moved the supplement be made. This was seconded by Mr. Schwartz. Passed.

A leave of absence was requested for Mr. Gerald S. Rosselot. Dr. Randall stated Mr. Rosselot would be working on his Ph. D. He feels he is a very deserving individual, that he has saved enough money to take this leave, but if it is necessary, he recommends the same assistance be given Mr. Rosselot that was provided other instructors last year. Mrs. Hogue made a motion Mr. Rosselot be granted this leave. Mr. Smith seconded the motion. Motion carried.

Dr. Randall announced Frebruary 21, 1967, (usually at two o'clock in the afternoon) would be bid letting day by the Property Division.

While in Raleigh during the week, Mr. Noe, Superintendent of Buildings and Grounds, talked with Mr. Blevins of the Personnel Department. Dr. Randall said Mr. Blevins is very much aware of our need for additional help in maintaining our plant facilities and asked that he make a supplementary "E" Budget request to include the necessary funds for employing these new janitors, mechanics and air conditioning specialists. Dr. Randall asked permission from the Board to make this request. Mr. Hewlett moved Dr. Randall make the necessary request to the Budget Division. Seconded by Mr. Graham. Passed.

Dr. Randall requested Dean Crews to present the proposed Testing and Counseling Program. Dean Crews explained this new program would be invaluable to students who were unable to stay in school because of some small deficiency. He went on to explain that with a small sum many young people could be encouraged by help in learning to read better and study on a college level. This program would be concentrated on the freshman level and would cost approximately \$1200 per year. After some discussion Mr. Schwartz moved that the Board accept this new program. Seconded by Mr. Trask. Passed unanimously.

#### Committee Reports:

Executive Committee: Minutes of meeting of Executive Committee of the Board of Trustees of Wilmington College, December 19, 1966.

"Members Present: Mr. Frederick B. Graham, Chairman, Mr. L. Bradford Tillery; Mr. B. D. Schwartz; Mr. Alan A. Marshall. For the College, Dr. William M. Randall, President; Mrs. Mary B. Parris, Assistant Secretary, Board of Trustees.

"Dr. Randall explained that in order to carry on the business of the College, it was necessary that a second officer be authorized to sign checks in the place of the late Vice President for Finance.

"The following resolution was proposed and seconded:

"RESOLVED, that because of the untimely death of Mr. A. Rex Willis, Vice President for Finance, Mr. William S. Guest, Administrative Assistant, be authorized to sign checks and other necessary instruments until the Board of Trustees shall take further action."

-3-

Mr. Graham recommend that the last paragraph of these minutes be amended to read as follows:

"RESOLVED, that because of the untimely death of Mr. A. Rex Willis, Vice President for Finance, Mr. William S. Guest, Administrative Assistant be authorized to sign checks and to enter the lock box of the College located in the Third Street Office of the Wachovia Bank and Trust Company, When accompanied by another person so authorized."

Mr. Hewlett moved the minutes be adopted as ammended. Seconded by Mr. Smith. Passed.

Minutes of the Executive Committee meeting of Wilmington College.

"The Executive Committee met on January 4, 1967, at 4:00 p.m. in the conference room of Wachovia Bank and Trust Company. The following members were present:

"Addison Hewlett  
B. D. Schwartz  
L. Bradford Tillery  
F. B. Graham

"Also present was Dean Reynolds of the college who recommended the following be added to the faculty staff:

"Dr. Gerald Harris Shinn  
Fred J. Allred  
Jack Benjamin Levy  
Jerry B. Ayers  
J. H. Brashear

"Upon motion of Mr. Tillary seconded by Mr. Hewlett, the committee unanimously approved Dr. Reynolds' recommendations subject to the condition that Dean Reynolds personally interview Mr. Ayers before offering him a firm position with the college.

"The executive Committee also recommended that the Board of Trustees invite the area legislators to dinner at an early date. Mr. Schwartz and Mr. Graham were appointed as a committee to work out the arrangements.

"There being no further business, the meeting was adjourned."

Mrs. Hogue moved these minutes be adopted. Seconded by Mr. Coville. Passed.

Finance Committee: Dr. Randall reported in the absence of Dr. Hartford, saying the December records were in his office for perusal.

Building Committee: Mr. Alan Marshall, Chairman, reported that the letting date for bids on the new library, science building, and alterations in Hoggard Hall would be February 21.

Grounds Beautification Committee: Mr. Raiford Trask, Chairman, commented on the growth of the shrubbery on the campus, and Dr. Randall advised that Mr. Tinga had planted the front and sides of Kenan Hall recently, but he felt it needed many more plants. Mr. Trask said he would attend to this planting.

Public Relations Committee: Mrs. Hogue, Chairman, reported on the Fund Raising Conference attend by Mr. Warner in Winston-Salem, January 8-9-10-11. She also reported on the appointment of Miss Gwendolyn Culbreth as Assistant to the Director of College Relations.

Lecture Committee: Mr. Schwartz, Chairman, asked that the acoustics in Hanover Hall be thoroughly tested before the next lecture.

New Business: Dr. Randall called on Dr. Reynolds to present the request received from Dr. Frank Hall to change the name of the Department of Philosophy to the Department of Philosophy and Religion. Listed in the College catalog as such, he feels it will more accurately describe the offerings of the department and help to meet in future offerings the expressed needs of the college community. Mrs. Hogue moved this change be made. Seconded by Mr. Coville. Motion carried.

Dr. Reynolds suggested that Wilmington College participate in the program of the Institute of Mediterranean Studies by including in our catalog course descriptions of summer courses in Archeology and Palestinian History to be taught during the summer in Palestine and that we offer credit to Wilmington College students taking these courses. Dr. Reynolds explained there would be no financial involvement of the College. After some discussion Mr. Coville moved we offer this course. Seconded by Mr. Smith. Passed.

Mr. Schwartz moved the following resolution be adopted by the Board of Trustees:

RESOLUTION

"WHEREAS, Mr. A. Rexford Willis served through the developing years of Wilmington College as its first business manager, with the title of Vice President for Finance; and

"WHEREAS, he served the College during this period with unswerving loyalty and with assiduous attention to all things having to do with his responsibilities; and

"WHEREAS, in addition he represented the College most admirably in its relations with the State agencies concerned with budget, property, and personnel;

"NOW BE IT RESOLVED that the Board of Trustees of the College do most heartily deplore his untimely passing and do convey to his widow and to his family its high appreciation of his association with the College,

"AND BE IT FURTHER RESOLVED that this resolution be spread upon the minutes of the Board of Trustees, and that copies be sent to his widow and to his son, A. Rexford Willis, Jr., in witness of the Board's sincere appreciation of his services to the education of youth."

This motion was seconded by Mr. Hewlett and passed.

It was moved by Mr. Schwartz that the following resolution be adopted:

RESOLUTION

"WHEREAS, Mr. A. Dumay Gorham was an instructor in engineering at Wilmington College and a valued member of its faculty;

"WHEREAS, he taught his students in an exemplary manner and in a way which made of them friends as well as pupils;

"AND WHEREAS, his relations to his faculty associates and to the administration of the College were of a kind to exemplify the best in human association;

"NOW BE IT RESOLVED that the Board of Trustees of Wilmington College do most heartily deplore his untimely passing and do convey to his widow and to his family its high appreciation of his association with the College;

"AND BE IT FURTHER RESOLVED that this resolution be spread upon the minutes of the Board of Trustees and that a copy thereof be sent to his widow in witness of the Board's sincere appreciation of his services to education and to the instruction of youth."

This motion was seconded by Mr. Coville and passed.

Mr. Tillery declared the meeting adjourned at 5:00 p.m.

S. Bradford Gillen  
Chairman

Mrs. Cyrus D. Hogue, Jr.  
Secretary

## Minutes

The regular meeting of the Board of Trustees of Wilmington College was held on Tuesday, March 7, 1967, in the Board Room in the Wilmington College Library Building.

Ten Members Present: Mr. Frederick Coville; Mr. Frederick B. Graham; Dr. Charles E. Hartford; Mr. Addison Hewlett; Mr. Alan A. Marshall; Mr. B. D. Schwartz; Mr. James M. Smith; Mr. L. Bradford Tillery; Mr. Eugene B. Tomlinson, Jr.; and Mr. Raiford G. Trask. Present for the College were Dr. William M. Randall; Mr. J. Marshall Crews; Mr. James A. Price, Jr.; Miss Gwendolyn Culbreth; and Mr. David E. Warner, Jr. Representing the Star-News Newspapers, Inc. was Mr. Jerry Tillotson; and WECT-TV, Mr. Ken Buie and Mr. Gilreath Huguley.

Mr. Tillery, Chairman, called the meeting to order at 7:30 p.m.

Mr. Schwartz moved the Board dispense with the reading of the minutes of the January meeting and that they be approved. Motion seconded by Mr. Tomlinson. Carried.

Mr. Tillery introduced Mr. Frank Allen, Head of the Biology Department, to members of the Board. Mr. Allen then introduced members of his staff explaining their positions on the faculty. A report on the needs of this department and how they could be achieved was presented. Mr. Allen described the idea of establishing a Marine Laboratory near the ocean, and asked members of the Board for their aid in obtaining land for this project, stating that he hoped someone would donate this land to the College. Several suggestions were made for securing property that could be used by the College for such a building. Mr. Tillery thanked Mr. Allen and his associates for their fine presentation and stated that the Board of Trustees would seek funds to have this laboratory established.

Mr. Tillery called on Mr. Marshall, Chairman of the Building Committee, for a report on the new buildings. Mr. Marshall asked Dr. Randall to report since he had talked recently with Mr. Boney. Dr. Randall said that Mr. Boney had called him today saying he was unwilling to appear before the Board because of certain circumstances, all in our favor, and ask permission to sign contracts. It was suggested that in order to save time and since all Board members were familiar with the plans and specifications of the new buildings, that the Building Committee meet and be empowered to act. Mr. Schwartz moved that since the Building Committee is familiar with the specifications and plans for the new buildings that they meet and be given power to act. Mr. Tomlinson seconded the motion. Motion carried.

Mr. Tillery read the following letter from Dr. Randall received on February 28, 1967:

"Dear Mr. Tillery:

"At the end of the academic year 1967-68, I shall have completed seventeen years of service to Wilmington College, during ten of which I have had the honor of being its President. It is my intention to retire from active administrative work on June 30,

1968, and to devote what time and energy remains to me to teaching and research in the field of languages. I am making this early announcement of my intention in order to give to the Trustees ample time to choose a successor to the presidency. I hope the Board will approve of this decision.

"At this time, I wish to thank the members of the Board of Trustees, past and present, for their support of the administration and for their sympathetic understanding of its problems. It would be amiss if I did not also thank the members of the County Board of Education who managed the College until 1958, and Mr. H. M. Roland and Mr. John Marshall, whose advice and encouragement during the formative years enabled us to begin the building of the fine institution we now have. Above all, my sincere gratitude must be expressed to the citizens of the community, without whose unswerving loyalty and enthusiastic support for their college nothing could have been accomplished. For my colleagues in the faculty and administration, I have nothing but gratitude for their loyalty, perseverance, and unremitting endeavors toward a common goal. It has been a joy to work with them.

"I hope for Wilmington College, which is very dear to me, continuing growth and success in the years to come in its objective to serve the needs of the State and particularly of this area for exemplary and ever useful higher education for our youth.

Sincerely,

William M. Randall  
President"

Mr. Tillery, on behalf of the Board, read the following statement:

"On behalf of the people of southeastern North Carolina, the students and faculty of Wilmington College and most particularly the Trustees of the College, I wish to express the gratitude which we all share for the splendid leadership that you have provided during your association with the College.

"This campus, the fine academic program which you have developed and the outstanding graduates which have gone forth from Wilmington College are and will be lasting evidence of the effective guidance you have given to the College during these tremendously important formative years.

"I am sure that all of us who have been privileged to know and work with you find it difficult to believe that the time approaches when you will wish to be relieved of your administrative duties. We do, however, look forward to the privilege of being associated with you during the remainder of your tenure as President and during the time that you may choose to be a part of the academic life of the College in the role of a professor of languages.

"We earnestly seek your guidance in the task of selecting a successor for the office of President and pledge to you and those who love Wilmington College that we will make every effort to choose that person who will best exemplify the fine qualities of leadership and character which are yours."

Many expressions of appreciation to Dr. Randall for his years of service and much regret over his retiring were made by members of the Board.

Report of the President:

Dr. Randall announced that Mr. Roger Bisson, instructor in French, and Mrs. Elizabeth Eason, Assistant Professor of Spanish, had tendered their resignation to the Dean of the Faculty. A motion was made by Mr. Coville that these resignations be accepted. It was seconded by Dr. Hartford. Motion carried.

Members of the Board and Dr. Randall were in Raleigh Thursday, March 2, to appear before the Joint Appropriations Committee. Dr. Randall's presentation was well received.

Dr. Randall presented a statement of income on the Kenan Fund prepared by the auditors. This statement shows a balance on hand as of January 31, 1967, of \$6,664.10, total income through June 30, 1967, \$3,975.14, and total projected annual income for 1967-68, \$7,950.26. He then stated that he would like to have the following expenditures considered by the Board.

Mr. Gerald Rosselot, Assistant Professor of English, will be on leave for one year in order to pursue his doctorate degree. Dr. Randall asked financial assistance for him in the amount of \$1,000.

Mr. Louis Adcock, recipient for several years of a grant from the National Science Foundation, will also be working on his doctorate degree, and has requested aid in the amount of \$400.

Mr. Loyd Hudson, Head of the Music Department, made a request for \$400 in order to bring to the campus a lecture-demonstration and a lecture-concert by Mr. Vladimir Ussachevsky. Mr. Ussachevsky is one of the leading proponents of electronic music. Mr. Hudson has asked the music department of Atlantic Christian College (where Mr. Ussachevsky is scheduled to appear) to give him an evaluation of the presentation to be made on the 14th. If he has been ill-advised as to this program, he will not pursue the issue.

Four department of the College have expressed an urgent need for a copying machine. This machine rents for \$800 per year and Dr. Randall asked permission for Mr. Price to proceed with renting such a machine on a trial basis.

The Nurses' Department requested \$150 for a die to be cut for Nurses' Pins, stating each student would pay for her own pin.

Dr. Randall stated Mr. Noe had advised him of a possibility that the water and sewerage bill would run about \$3,000, after tying in with the city, for the rest of the fiscal year. Funds are not allocated for this bill at this time, and it will be necessary to appropriate this amount from some other source if this bill is rendered.

Mr. Noe also advised Dr. Randall of a bill from Tinga Nursery in the amount of \$630, for the planting of shrubs around Kenan Hall, which is now due.

Dr. Randall stated that Mr. Noe had requested consideration of uniforms suitable for his department. Mr. Noe has discussed this matter with the employees, and they are willing to bear one-half of this expense. The cost to the College will be \$800 per year.

Mr. Tomlinson made a suggestion that Mr. Adcock's request be increased to \$500. Mr. Schwartz made a motion the first five items be approved from Kenan Funds with Mr. Adcock's request being raised to \$500. This motion was seconded by Mr. Trask. Passed. Mr. Hewlett made a motion that the Executive Committee review the other three requests, and be empowered to act. This motion was seconded by Mr. Smith. Passed.

State auditors requested Dr. Randall to have the Board of Trustees write a resolution in regard to the distribution of Student Activity Fees. After some discussion Mr. Tillery asked the Student Activity Committee Chairman, Mr. Coville, to call a meeting of his committee for further discussion and action. This meeting was called for Wednesday, March 8, at 3:00 p.m. Mr. Hewlett made a motion this committee be given power to act on this decision. Mr. Tomlinson seconded the motion. Motion carried.

Dr. Randall asked the Board of Trustees to give authority to Mr. Price, Business Manager, to file application with the Internal Revenue Service for a permit to procure and use alcohol free of tax, and to execute all required documents in connection therewith. Mr. Hewlett made a motion Mr. Price be so authorized. Mr. Coville seconded the motion. Motion carried.

Dr. Randall also requested Mr. Price be authorized to sign checks and to enter the safety deposit box. Mr. Marshall moved he be so authorized. Motion seconded by Mr. Graham. Passed.

#### Committee Reports:

#### Minutes of the Executive Committee meeting:

"The Executive Committee met on February 20, 1967, in the officers conference room of Wachovia Bank and Trust Company with the following members present:

"F. B. Graham, Chairman  
Alan A. Marshall  
B. D. Schwartz  
L. Bradford Tillery

"Also present were Dr. William Randall, President, and Dr. Paul Reynolds, Dean of the Faculty.

"Dr. Randall reviewed the qualifications of several applicants for the position of Comptroller of the college. A rather full discussion of these names was held and the committee decided to defer action until further studies could be made.

"Dean Reynolds recommended the employment of the following:

"Henry G. Crowgey for the position of  
Assistant Professor of History

"Gordon Nicholas Ross for the position of  
Assistant Professor of English

"Mrs. Doris L. Baum for the position of  
Assistant Professor of Spanish

"The committee approved the employment of all three of the above with the understanding that before final contract was entered into that Dean Reynolds would personally interview Mrs. Baum and Mr. Ross.

"Dr. Randall discussed the "A" Budget and "B" Budget as recommended by the Governor's Budget Commission. He reported that as a whole he was pleased with the "A" Budget, The Capital Improvements Budget, but he was not at all happy with the "B" Budget. He said he desired to appear before the Budget Committee at an early date and express his views. The committee assured him of its wholehearted support and promised to do everything possible to have a good representation of the members of our Board of Trustees at the budget hearing which is scheduled for Thursday, March 2.

"President Randall and Dean Reynolds recommended to the committee that Mr. Adrian B. Hurst, Assistant Professor of Mathematics, be allowed to continue on the faculty for one year after his 65th birthday. The committee recommends to the Board of Trustees that Mr. Hurst be employed for one additional year commencing on July 1, 1967, and ending on June 30, 1968. A letter from Mr. Hurst to Dr. Randall was read to the committee in which Mr. Hurst stated that he would take his retirement at the close of the academic year 1968.

"The committee reported to Dr. Randall that it was the committee's wish and the wish of the Board of Trustees that he remain as president of the college for an additional year commencing on July 1, 1967, and ending June 30, 1968. Dr. Randall stated that this would be satisfactory with him, however, he would like definitely to retire at the end of the fiscal period June 30, 1968. The committee expressed to Dr. Randall the high esteem in which he was held.. It was stated that everyone who was connected with the college recognized the outstandingly effective job that he had done and was doing for the college and that our community and area would be forever indebted to him for his dedicated work.

"Dr. Randall reported that naturally he was deeply interested in seeing Wilmington College obtain a strong new President and he knew from experience that it would take time to accomplish this and, therefore, he thought it would be advisable if he announced at an early date his intentions of retiring in order that the committee could actively proceed in looking for a new President.

"On February 27, 1967, the committee reconvened to further discuss the applicants for the position of Comptroller. All members were present and Dr. Randall was also present. After thoroughly looking into the qualifications of all of the applicants and based upon the recommendation of Dr. Randall, the committee approved the employment of Mr. James A. Price for the position of Comptroller."

-6-

Mr. Graham moved these minutes be approved to include the employment of Dr. John Howard Wills with the exception that Mr. Ross be personally interviewed by Dr. Reynolds. Mr. Tomlinson seconded the motion. Motion carried.

Mr. Tillery introduced Mr. James A. Price, Jr. as the New Business Manager for Wilmington College.

Finance Committee: Dr. Hartford, Chairman, reported on the December and January budgets. Deposits and expenditures are in line with the budget for the year and reports are available for examination.

Buildings and Grounds: Mr. Marshall, Chairman, stated the Building and Grounds Committee would meet at an early date in regard to the Advanced Planning Program, and later make a formal report.

Student Activity Committee: Mr. Coville, Chairman, requested his committee to please meet in Dr. Randall's office on Wednesday. After a discussion of the success of the Wrestling Team, a motion was made by Mr. Tomlinson that a letter of commendation be sent to Mr. Sproles. This motion was seconded by Mr. Schwartz. Motion carried.

Public Relations: In the absence of Mrs. Hogue, Chairman, Mr. David E. Warner, Director of College Relations, introduced Miss Dwendlyn Culbreth as his new assistant.

Grounds Beautification: Mr. Raiford Trask, Chairman, suggested the planting of dogwood trees on the campus. Mr. Graham made a motion that \$500 be allotted for the purchase of these trees and planting be done immediately. Mr. Tomlinson seconded the motion. Motion carried. Mr. Trask suggested the name of a place where Mr. Noe could purchase compost inexpensively for the campus.

Lecture Committee: Mr. Schwartz, Chairman, expressed deep gratitude to Friends of Wilmington College for their assistance in sponsoring the Lecture Series. Mr. Tomlinson made a motion that a letter of appreciation be sent to this group. Mr. Graham seconded the motion. Passed.

New Business: Mr. Hewlett moved that the Chairman of the Board be instructed to write a letter to the Board of Trustees of the University of North Carolina advising the Board that the Board of Trustees of Wilmington College considers its petition, filed in 1962, to become a part of the University, to be still before the University Trustees for action at such time as the Trustees of the University deem it appropriate to pass upon the same. This motion was seconded by Mr. Graham. Motion carried.

Mr. Tillery requested the letter received from Dr. Randall and his statement of reply be made a part of these minutes.

The meeting adjourned at 9:45 p.m.

L. Bradford Gillen  
Chairman

Mrs. Cyrus D. Hogue, Jr.  
Secretary

## Minutes

The regular meeting of the Board of Trustees of Wilmington College was held Wednesday, April 26, 1967, in the Board Room in the Wilmington College Library Building.

Seven Members Present: Mr. Frederick Coville; Mr. Frederick Graham; Dr. C. E. Hartford; Mr. Addison Hewlett; Mr. B. D. Schwartz; Mr. L. Bradford Tillery; and Mr. Eugene B. Tomlinson, Jr. Present for the College were: Dr. William M. Randall; Dr. J. Paul Reynolds; Mr. David Warner, Jr.; Mr. J. Marshall Crews; and Mr. Gregory Godwin and Michael Meier, Student Body representatives. Representing the Star-News Newspapers, Inc., was Mrs. Carolyn Zimmerman.

Mr. Tillery, Chairman, called the meeting to order at 7:30 p.m.

Dr. Randall was asked to introduce our guests, Mr. Gregory Godwin, President of the Student Body, and Mr. Michael Meier, candidate for presidency of the 1967-68 Student Body.

Mr. Tomlinson moved the Board dispense with the reading of the minutes of the March meeting and that they be approved. Seconded by Mr. Coville. Passed.

Dr. Hartford, Chairman of the Board of Directors for the Wilmington College Foundation, presented the names of Mr. J. Fred Rippy, Mr. H. A. Marks, and Mr. Frederick Coville for re-election to the Board for a term of three years. Mr. Hewlett moved they be elected to the Board of Directors of the Wilmington College Foundation for a three year term. Motion seconded by Mr. Schwartz. Passed.

President's Report:

Dr. Randall presented each Board member with a memorandum of the Spring Quarter enrollment. This memorandum shows: 1,039 students; 14,657 student hours; 1,047 full-time equivalent students; 41 counties in North Carolina; 15 States (with 51 students) and two Foreign Countries, with two students.

The following letter from the Cape Fear Institute was read by Dr. Randall:

"Dear Dr. Randall:

"It is a pleasure for me whenever I have the opportunity to commend a group of young men.

"We recently had as guests aboard our training vessel, Advance II, the marine biology class of Wilmington College.

"The enthusiasm and interest generated by your students was certainly appreciated by the CFTI Instructors.

"I was very much impressed with the knowledge of the boys, their appearance (no beards, long hair, etc.) and they were

-2-

very well disciplined. They are welcome back at any time.

"You, the College, and Mr. Allen and Mr. Dermid are to be congratulated for the fine caliber of young men in the Marine Biology class.

Yours sincerely,

Capt. Arthur W. Jordan  
Coordinator"

Dr. Randall presented the resignation of Mr. John Beverly. Although Mr. Beverly has a three year contract, and has taught only two years, he has been advised by his physician to move his child to a different climate. Mr. Schwartz moved his resignation be accepted. Seconded by Mr. Coville. Passed.

At the request of Dr. Randall, Mr. Allen J. Barwick, Director of Research and Development for the College, introduced Mr. Scoggins, representative for the North Carolina Computer Orientation Program. Mr. Scoggins explained the purpose of installing this computer system in different colleges, stating the first year would be an experimentation. At the end of the year, if we desired to continue this service, it would cost the College approximately \$350.00 per month. Mr. Tillery expressed appreciation to Mr. Barwick and Mr. Scoggins for this service being rendered to the College.

Dr. Randall asked that Dr. Reynolds make the following recommendations for Financial Assistance to Faculty Members, Summer 1967:

Miss Sally Wood - Duke University - History	\$ 153.50
Mr. Thomas Moseley - UNC-CH - History	308.00
Mr. Carl Gay - UNC-CH - History	150.00
Mr. Walter Biggs - NCSU - R - Biology	52.00
Mr. Lewis Nance - University of the Pacific - Chemistry	512.00
Mr. David Miller - Florida State University - Phy. Educ.	345.00
Mr. Hugh Roberts - University of Utah - Sociology	200.00
Mr. Tom Burke - University of South Carolina - Bus. Adm.	169.00
Miss Deanna Sink - Indiana University - Bus. Adm.	514.00
Mr. Loyd Hudson - Indiana University - Music	257.50
Mr. Kenneth Stites - Laval University - French	<u>650.00</u>
Total Amount -	\$3,311.00

Mr. Schwartz made a motion we accept these recommendations to aid these faculty members for summer work in 1967, with income from the Kenan Fund. Seconded by Dr. Hartford. Passed.

A report on a visit from the Inspection Committee of the Southern Association of Colleges and Schools was made by Dr. Randall. He stated the committee appeared to be well pleased in general, but pointed out three areas in which we knew we were weak---the library, the number of Ph. D.'s and Student Personnel Relations. Dr. Randall advised every effort possible was being made to correct these deficiencies as quickly as possible, and

-3-

he is sure the committee realizes this. Dr. Randall stated we could receive one of three answers from the general membership of the Association in November; we would be admitted on probation (which would not be published); we would be refused admission; or we would be accepted, retroactive to the inception of Wilmington College as a four-year institution.

On May 11, at 11:00 a.m., the Faculty Wives Club will dedicate two dogwood trees, one in memory of the late A. Rex Willis, Vice President for Finance, and one in memory of Mr. A. Dumay Gorham, Instructor. Dr. Randall invited the Trustees to be present for the dedication.

Dr. Randall announced he had received a letter from Governor Moore saying it would be impossible for him to speak at our commencement exercises. The Governor suggested that we invite Mr. Ed Rankin, Director, Department of Administration. Dr. Randall advised he had written to Mr. Rankin and anticipated an answer shortly.

Dr. Randall announced that our architects had reported to him today that they are now ready to let the bids on the new buildings and they are immediately writing to the Property Division to prepare contracts to get the Science and Library Buildings started. According to Mr. Boney it will be a matter of only a few days before work on these buildings will begin.

Dr. Randall announced that the Advisory Budget Commission had recommended that we build two dormitories at a cost of \$680,000 each. They further recommended that the Legislature appropriate \$680,000 and we self-liquidate the rest of the cost. Dr. Randall was today advised the Federal Government had recently released some millions of dollars to be loaned to colleges for just this purpose. He was also advised that all applications for these funds would have to be received by May 15, and would have to include plans for the dormitories, which would involve the employment of an architect immediately. Mr. Graham made a motion Dr. Randall be given authority to request a loan from the Federal Government in the amount of \$680,000 for building a dormitory. Mr. Tomlinson seconded this motion. Motion carried. Mr. Hewlett moved the Buildings and Grounds Committee be asked to employ an architect for the dormitories, and the committee be empowered to act. This motion was seconded by Mr. Graham. Motion carried.

Committee Reports:

Executive Committee:

Minutes of the Executive Committee meeting held March 31, 1967:

"The committee met in the officer's conference room of Wachovia Bank and Trust Company at 4:00 p.m. with the following members present:

"F. B. Graham, Chairman  
Addison Hewlett  
Alan A. Marshall  
B. D. Schwartz  
L. Bradford Tillery

"The committee considered the possibility that the water and sewage bill could run as high as \$3,000 after tying into the city for the

-4-

rest of the fiscal year. The committee felt that these funds could be obtained from state sources in view of the absolute necessity of having water and sewage facilities available for the operation of the college. The committee felt that the comptroller would not have too much difficulty in obtaining these funds from the state.

"The committee authorized the comptroller to pay Tinga Nursery \$630.00 representing invoice for the plantings around Kenan Hall and the comptroller was authorized and instructed to obtain this money from those funds received from New Hanover County and now being held in a special account.

"The committee gave consideration to the request that the college furnish uniforms to the employees of the building and grounds department on the basis of one-half cost to the college and one-half cost to the employees. After a thorough discussion, it is the opinion of the committee that such funds should be obtained from state sources.

"No further business appearing, the meeting was adjourned at 4:50 p.m."

Mr. Graham moved these minutes be adopted. Seconded by Dr. Hartford.  
Passed.

Finance Committee:

Minutes of the Finance Committee meeting held April 3, 1967, at 4:30 p.m.:

"Members Present: Dr. C. E. Hartford, Chairman; Mr. Horace Corbett; Mr. B. D. Schwartz; and Mr. James Smith. For the College; Dr. William Randall; and Mr. James Price.

"Dr. Randall explained the purpose of the meeting: to acquaint the committee with the present status and investment of non-appropriated funds.

"The committee discussed the present status of the Kenan Funds.

"Mr. Price discussed the various funds now existing:

Kenan Fund	\$150,000.00
White Fund	25,135.17
N. H. County	49,545.23
F of W. C.	18,327.78
Hoggard bequest	5,000.00
NCNB checking acc't	30,310.49 ("Special Fund")

"Mr. Schwartz moved, seconded by Mr. Smith, that \$20,000 be transferred from Special Fund account into daily savings account. Passed.

"Mr. Schwartz moved, seconded by Mr. Smith, that \$5,000 of F of W. C. be placed in each of the following: Cooperative Savings and Loan Association, Carolina Savings and Loan Association, and Peoples Savings and Loan Association.

-5-

"The committee recommends that any unspent income from investments of non-appropriated funds at the end of a fiscal year be transferred to the WCF, if the legality of this action can be established.

"The Chairman will investigate the possibility of investing the Kenan Fund and White Fund in securities which will yield larger income.

"It was suggested payment of items mentioned in Board meeting of March 7, 1967, be taken from income from Bonus Savings.

"It was also suggested that the Board of Trustees be asked to appropriate from income the sum of \$1,500, to be used at the discretion of the President, to pay necessary expenses which cannot legally be charged to appropriated funds.

"Meeting adjourned at 5:30 p.m."

Dr. Hartford, Chairman, requested the first two actions be approved. Mr. Graham moved these two changes be made by the Finance Committee. Mr. Hewlett seconded the motion. Motion carried. Dr. Hartford stated he had asked Mr. Graham to advise him about the investment of the Kenan Fund and the White Fund and that he had gone into this with Mr. Carter of Wachovia Bank and Trust Company. A copy of Mr. Carter's letter is attached to the minutes for perusal. After some discussion about the investment of these two funds and the New Hanover County fund, Mr. Tillery asked that a decision be deferred until next meeting, after he had time to have the legality of the investments checked.

The recommendation that \$1,500 from income be appropriated to be used at the discretion of the President, to pay necessary expenses which cannot legally be charged to appropriated funds, was discussed. It was moved by Mr. Schwartz and seconded by Mr. Coville, that we appropriate this amount for the use of the President. Motion carried.

#### Student Activity Committee:

Mr. Coville, Chairman, urged each one to attend the activities sponsored by the Athletic Department. Mr. Crews requested the Student Services Building be renovated as soon as possible.

#### Grounds Beautification Committee:

Mr. Tillery commended Mr. Trask for the planting of 100 dogwood trees and the free fertilizer spread over the campus.

#### Lecture Committee:

Mr. Schwartz, Chairman, reported a balance on hand from the Lecture Series of \$213.00, which was placed in the General Fund by the comptroller. He feels the Lecture Series was most successful, and should be continued. Dr. Randall advised the remaining lecture would be held in the Student Services Building, May 15, by Dr. Gleason.

-6-

New Business:

Mr. Coville presented a brochure from Florida State University in reference to a cooperative work program and asked that our faculty consider such a program in the future.

Mr. Tomlinson advised board members that he had been in contact with Mr. and Mrs. James Harper, in regard to a location for a Marine Biology Laboratory for the College. He feels the Harpers will be perfectly willing to donate four or five acres (located near the Sunny Point Terminal in Brunswick County) if the College approves the location. Mr. Tillery asked Mr. Tomlinson to make further contact with the Harpers and to let them know the College would be happy to discuss establishment of a laboratory in this area.

Mr. Tillery lifted from the Self-Study made by the Trustees the paragraph relating to the establishing of a committee to be known as the "Academic Affairs Committee." Such a committee would maintain close liaison with the Dean of Faculty. Mrs. Hogue, Mr. Schwartz, and Mr. Tomlinson were appointed to a committee to study the feasibility of including such a committee in our Table of Organization.

Mr. Tillery also informed board members that the Executive Committee would begin a search for a new President for Wilmington College. Mr. Coville suggested that all board members be closely informed on any progress made in this direction, as this is certainly the most important decision the board would ever be required to make. Mr. Tillery assured every one that any information gained in this direction would be passed along to them.

Mr. Hewlett moved to adjourn at 9:10 p.m.

L. Bradford Tillery  
Chairman

Mrs. Cyrus D. Hogue, Jr.  
Secretary

M E M O R A N D U M

TO: Mr. F. B. Graham - Wilmington  
FROM: H. W. Carter, Jr. - Winston-Salem  
DATE: April 25, 1967  
RE: Wilmington College Investment Presentation

In accordance with your telephone call of Friday, April 21, we are submitting herewith a sample portfolio designed to give you an idea of the income that could be obtained from approximately \$200,000 invested equally between stocks and bonds. We have attempted to select those issues of common stocks which provide a reasonable balance between income and growth. We have not itemized specific issues of corporate bonds but feel we should be able to obtain good quality issues with ten year call protection at a yield to maturity of between 5.25% and 5.50%. Our bond trader has informed me that the corporate calendar is quite full and there are a number of issues to be marketed during the coming months which would be suitable for use in such an account. We have found that it is frequently better to purchase new issues of bonds as they are offered rather than purchase outstanding bonds on the secondary market.

It is generally conceded by most economists that the first half of 1967 will witness a continuation of the profit squeeze seen to some extent in the fourth quarter of 1966 and seen rather broadly so far in reported results in the first quarter. In the second half of the year there is some division of opinion between those economists who feel that there will not be an uptrend until 1968 and between those who feel that certain areas will begin to experience a recovery in profit. We feel there is sufficient uncertainty to justify committing only a portion of money earmarked for common stocks and would probably recommend, were these funds under our supervision, that commitment of the equity money be staggered over the balance of the year. It is normally our policy here in the Trust Department with regards to college endowment accounts to attempt to obtain a measure of growth from the equity portion of the account balancing this with the high yield obtained from the bond portion.

A brief descriptive sentence on each of the issues recommended in the common stock portfolio follows. General Motors is the world's largest automotive manufacturer and the company has been for years the leader in its industry. Eaton, Yale & Towne is a diversified company producing truck and off-highway components, materials handling equipment, auto parts, and blocks and hardware for the commercial and residential construction industry. Armstrong Cork is the leading producer of hard floor coverings and other building materials and about one-third of the sales comes from industrial specialities and packaging. The company also recently entered the consumer products market with the successful introduction of several products for the care of floors. Union Carbide is the nation's second largest chemical producer ranking first in the field of petro chemicals and plastics. The largest company is duPont. Operations are divided into five groups with chemicals contributing about 36%, alloys and metals 15%, plastics 17%, industrial gases and carbide 19% and electrodes, carbons and batteries 13%. General Foods is the largest manufacturer of

Mr. F. B. Graham  
Page 2  
April 25, 1967

packaged foods producing such well-known brands as Maxwell, Uban, and Sanka coffee, Jello, Post cereals and Postum, Baker's cocoa and chocolate, Birds Eye Frozen foods, Swansdown cake mix, Minute Rice and Tapioca, Calumet Baking Powder, Log Cabin syrup, Gaines dog food, and Tang. J. C. Penney is one of the nation's leading merchandising firms. The company has recently broadened its product line and introduced credit. We expect the company to realize improved results from these moves. We forecast average earnings gains of between 8 and 10% per year. Shell is one of the nation's leading domestic oil companies and Texaco one of the leading international oil companies. Both companies have posted an above average record. Consumers Power and Public Service Company of Indiana are two of the nation's leading utilities, both serving the mid-west area. The earnings records of both companies have been above average and both are available at reasonable price earnings multiples. American Telephone & Telegraph is one of the nation's leading corporations and in recent years the company has become increasing stockholder oriented. Investment in American Telephone represents the most conservative way of participating in the growth of the telephone industry.

It should perhaps be noted here that because of the yield factor we have eliminated several securities which we favor for use in endowment accounts. For example, in the telephone industry we have been using a great deal of General Telephone & Electronics and United Utilities. We feel both of these companies offer a superior rate of growth as compared to American Telephone although the yield is considerably lower and the multiple is higher. Also, you may notice that we have not included any securities representing the electrical equipment industry. This industry has been characterized by above average results although at the present time yields from all leading electrical equipment stocks are relatively low. Finally, we favor having a position in a portfolio in the printing and publishing industry. We have used a number of stocks in this industry and all have been beneficial to our trusts. However, the yields from securities within this industry are quite low with the possible exception of GROLIER which yields approximately the same as Armstrong Cork.

*[Handwritten signature]*

SAMPLE PORTFOLIO

	<u>Value</u>	<u>Income</u>
<u>AUTO &amp; EQUIPMENT</u>		
110 General Motors	\$ 8,910	\$ 500
300 Eaton, Yale & Towne	8,400	375
<u>BUILDING</u>		
150 Armstrong Cork	8,850	210
<u>CHEMICAL</u>		
170 Union Carbide	9,180	340
<u>FOOD</u>		
120 General Foods	8,760	264
<u>MERCHANDISING</u>		
140 J. C. Penney	8,960	252
<u>OIL</u>		
140 Shell	9,240	294
120 Texaco	9,120	318
<u>UTILITIES</u>		
200 Consumers Power	10,000	380
200 Public Service of Indiana	9,600	352
150 American Telephone & Telegraph	9,150	330
TOTAL COMMON STOCKS	\$100,170	\$ 3,615
Corporate bonds @ 5-1/4%, 10 year call protection	<u>100,000</u>	<u>5,250</u>
TOTAL ACCOUNT	<u>\$200,170</u>	<u>\$ 8,865</u>

A SUPPLEMENT TO THE MEETING OF APRIL 26, 1967, OF THE  
BOARD OF TRUSTEES OF WILMINGTON COLLEGE

An informal meeting of the Board of Trustees of Wilmington College was held Friday afternoon, April 26, 1967, at six o'clock.

Members Present: Mr. Frederick Coville; Mr. Frederick Graham; Dr. C. E. Hartford; Mr. B. D. Schwartz; and Mr. L. Bradford Tillery. Dr. William M. Randall represented the College.

Dr. Hartford, Chairman of the Finance Committee, presided.

Mr. Tillery read an excerpt from the General Statutes, explaining that any endowments of the College may be handled by an Investment Committee. He suggested that such a committee be set up by the Trustees consisting of five people, including the Chairman of the Board, and called the Endowment Committee.

Dr. Randall reported that Mr. Brooks had been contacted by Mr. Van Reid of the Wilmington Chamber of Commerce in regard to the Chamber giving the College two shells for rowing with the idea of organizing a crew. This offer was discussed. Dr. Randall pointed out that the College is unable to financially support an additional athletic activity at this time. It was finally decided to discuss the matter with Mr. Reid, keeping the offer open for the future.

Dr. Randall also reported a telephone call from Mr. Tomlinson advising him of an offer made by Mr. and Mrs. James Harper, of approximately ten acres of land located in Brunswick County near the Sunny Point Terminal, to be used by the Biology Department. He was advised to make no final commitment until further investigation could be made of other locations.

The meeting adjourned at 6:15 p.m.

## Minutes

The regular meeting of the Board of Trustees of Wilmington College was held May 30, 1967, in the Board Room in the Wilmington College Library Building.

Nine Members Present: Mr. Frederick Coville; Mr. Frederick Graham; Mr. Addison Hewlett, Jr.; Mrs. C. D. Hogue, Jr.; Mr. Alan A. Marshall; Mr. B. D. Schwartz; Mr. James M. Smith; Mr. L. Bradford Tillery; and Mr. Raiford G. Trask. Present for the College were Dr. William M. Randall; Dr. J. Paul Reynolds; Mr. J. Marshall Crews; Mr. Thomas P. Brown; Mr. James A. Price, Jr.; and Mr. David Warner, Jr.

Mr. Tillery, Chairman, called the meeting to order at 7:35 p.m.

Mr. Schwartz moved that the minutes of the meeting of April 26 be approved. Seconded by Mr. Smith. Passed.

Mr. Tillery announced that a letter had been received from Governor Moore stating that Wilmington College had been selected as one of the four senior colleges eligible for representation on the North Carolina Board of Higher Education under the rotation system passed by the 1965 General Assembly. The General Statutes of North Carolina, Section 116-156, provide that the Board of Trustees shall elect one of its members as a member of the Board of Higher Education to serve for a term of two years, commencing July 1, 1967. Mr. Frederick Graham moved Mr. Addison Hewlett be elected to represent Wilmington College on the Board of Higher Education for a term of two years. Mr. Schwartz seconded the motion. Mr. Raiford Trask moved the nominations be closed. Mr. Hewlett was unanimously elected to fill this office.

President's Report:

Dr. Randall announced final plans for the commencement exercises to be held in Hanover Hall Sunday, June 11, 1967, at four o'clock in the afternoon. Mr. E. L. Rankin, Jr., Director, Department of Administration, will be the speaker, and the invocation and benediction will be delivered by the Reverend W. D. Morris. Mr. Addison Hewlett, Jr. was asked to introduce the speaker. Dr. J. Paul Reynolds, Dean of Faculty, will present the Hoggard Medal of Achievement. Dr. Randall issued a special invitation to members of the Board and their families to attend, and requested that as many Trustees as possible stand in the receiving line at the President's reception immediately following the graduation ceremony. The reception will be held in the Student Services Building. Dr. Randall informed the Board that 127 seniors and 7 nurses would graduate this year.

Dr. Randall informed Board members that we did get in a loan application to Mr. Sam Evans of the Department of Housing and Urban Development, Atlanta, Georgia, in the amount of \$680,000 for the purpose of helping to construct two dormitories. This loan application had to be in by May 15, and Dr. Randall commended the architects for their efforts in preparing the necessary documents for this application. He hopes to have

-2-

a favorable reply at an early date.

Dr. Will S. DeLoach and Dr. Frederick M. Hornack, with other department members, attended a meeting of the North Carolina Academy of Science, held in Durham, North Carolina, May 12-13. Dr. DeLoach, Dr. Hornack, and Miss Mary Louise Shivar were honored by delivering papers at the Academy meeting. An invitation was extended to the Academy of Science to hold their 1969 Annual Meeting at Wilmington College.

Dr. Randall attended a meeting of the Board of Higher Education on May 19, in Raleigh. Dr. Randall stated that a number of important and interesting things were discussed: an inventory of major programs in all colleges in the State; the need for new programs and the elimination of obsolete programs; a study of accreditation status of all institutions; cost studies of programs; multiple application studies; space utilization; the development of a residency manual for In-State and Out-of-State students; new bill pending in which the Board of Higher Education will be empowered to approve minimum standards of admission. He further stated that there will be adjustments made in the "A" and "B" budgets by the Joint Appropriations Committee which may require changes in tuition rates.

Recently, two dogwood trees were presented to the College by the Faculty Wives Club in memory of Mr. A. Rex Willis and Mr. A. Dumay Gorham. Dr. Randall stated a very quiet and dignified dedication service was held May 11, 1967, at eleven o'clock in the morning, attended by members of the Faculty Wives Club, faculty and administration.

Dr. Randall asked Dr. J. Paul Reynolds, Dean of Faculty, to present the names of the new faculty for 1967-68 for approval. Dr. Reynolds stated that each of the following had been approved by the executive committee and had signed contracts with the exception of Mr. Walter Terry Rogers, and Mr. Harry Allen Hargrave. Both of these applicants will sign as soon as their contracts are officially presented. Mr. Schwartz moved the list of 1967-68 New Faculty be approved. Seconded by Mr. Trask. Motion carried.

#### 1967-68 New Faculty

Mr. Henry Grundy Crowgey, Assistant Professor of History  
Dr. Jack Benjamin Levy, Assistant Professor of Chemistry  
Dr. Gerald Harris Shinn, Assistant Professor of Philosophy  
Dr. John Howard Wills, Professor of English  
Mrs. Doris Louise Baum, Assistant Professor of Spanish  
Dr. Darwin R. Newton, Asso. Professor & Dir. of Guidance & Counseling  
Mr. Robert Warren Appleton, Instructor in Accounting  
Mr. John Nygren, Instructor in Art  
Mr. Walter Terry Rogers, Assistant Professor of Drama & Speech  
Mr. Harry Allen Hargrave, Associate Professor of English

Dr. Randall read a letter from Mr. F. B. Turner, State Property Officer, regarding the status of the Environmental Laboratory for Biology. This was followed by further explanations from Mr. Leslie Boney and Mr. Frank Ballard. No action was taken by the Board except that Mr. Addison Hewlett was asked to contact Representative Hill by telephone to make sure he understood the full implication of our request.

Mr. Boney explained the status of the construction phase of the Library and Science Buildings.

Dr. Randall stated he had recently received a check from Burlington Industries, Inc. in the amount of \$150.00, a matching tuition grant. This check was deposited in the Special Fund of the College.

It has been suggested to Dr. Randall by Mr. Noe, our Buildings and Grounds Superintendent, that the College arrange to put in a water meter on our well water, and purchase only sewage service from the City of Wilmington. This suggestion was made by Mr. Noe after receiving the first five weeks water bill of \$715.00. Mr. Tillery suggested to the Board that the matter be turned over to the Buildings and Grounds Committee for study.

Dr. Randall stated he had talked with Miss Hagan, Librarian, recently, and they both feel the time has come when more stringent restrictions must be placed on the use of the Library. He was advised by members of the Board to prepare a list of regulations for use of the Library and the Executive Committee would be empowered to act.

Dr. Randall told Trustees he had understood that a letter would be forthcoming from Mr. and Mrs. James Harper of Southport in regard to a donation of land for the establishment of a Marine Biology Laboratory for the College. Mr. Tomlinson was out of town and unable to attend the meeting to bring us up-to-date on this project, and Dr. Randall was asked to talk with Mr. Tomlinson on his return to see what progress had been made.

#### Committee Reports:

##### Minutes of the Executive Committee meeting held May 3, 1967.

"The Executive Committee met in the officer's conference room of Wachovia Bank and Trust Company at 4:00 p.m. with all members present.

"The Chairman reported that at the suggestion of Mrs. Hogue and other board members it would be desirable to appoint the Chairman of the various departments of the college to consult with the Board of Trustees through its Executive Committee in the assimilation of criteria to be used in the selection of a new president. This committee would also be requested to make recommendations of any particular persons whom they thought should be considered for the presidency of the college, it being understood that the Department Chairmen would consult with their respective staff members and obtain their thoughts and suggestions in order that the composite thinking of the entire faculty could be obtained.

"The Chairman also reported that this method of procedure had been discussed with Dr. Randall and Dr. Reynolds and they both thought well of the plan. The Chairman stated that Dr. Randall thought it would be advisable if the thoughts and recommendations of the faculty could be funneled through a smaller committee consisting of the following:

"Mr. Franklin H. Allen, Head of Biology Department  
Dr. Lloyd O. Bishop, Head of Modern Languages Department  
Miss Helen Hagan, Librarian  
Dr. J. Paul Reynolds, Dean of the Faculty  
Dr. E. M. West, Head of Business Department

"This smaller committee would select its chairman and consult with the Executive Committee in relaying the suggestions of the faculty. After full discussion the committee approved this plan in principle and instructed the Chairman to proveed accordingly."

Mr. Graham made a motion that the minutes of the Executive Committee be accepted. Seconded by Mr. Trask. Motion carried.

Finance Committee:

Dr. Randall reported in the absence of Dr. Hartford, stating expenditures and income were normal for the month of April.

Buildings and Grounds Committee:

Mr. Alan Marshall, Chairman, read a letter which had been received from Dormitories, Inc. This firm is interested in buidling off-campus dormitories for the College. Mr. Marshall also explained their plan of operation in detail. No action was taken on the offer at this time.

Student Activity Committee:

Mr. Frederick Coville, Chairman, stated that his committee, along with Mr. Crews and Mr. Brown, had reviewed the needs of the Student Services Building. Just as soon as possible renovations will be made in this area.

Public Relations Committee:

Mrs. Hogue, Chairman, asked Mr. David Warner, Director of College Relations, to make a report. Mr. Warner said that job interviews had been concluded for this year with a great deal of success. Many requests for interview dates have been received for next year. The College will enter the College Placement Council Pilot Program of senior computer placement.

Grounds Beautification Committee:

Mr. Raiford Trask, Chairman, stated that he hoped the grounds would soon be more beautiful after a recent application of compost. Mrs. Hogue asked if it were possible to have a State flag flown with the American flag on our campus. Mr. Price advised that one had been received this day and would be flown immediately. Mr. Graham commended Mr. Trask for a job well-done on planting the dogwood trees and asked that something be done about mulching and watering. Mr. Price said he would attend to this.

New Business:

Mr. Schwartz announced plans for a joint civic club dinner honoring Wilmington College. This dinner will be held at the Blockade Runner at seven o'clock on the evening of June 8. He urged each Trustee to attend.

-5-

Mr. Tillery said a Special Study Report had been received from the Southern Association, with several factual errors which have been corrected by the administration. He planned to read it at once and would pass it along to other Board members.

Mr. Tillery also read a letter from Mr. Louis Adcock, of the Professional Relations Committee of the faculty, requesting aid from the Kenan Fund in the form of a fringe benefit to pay staff coverage in a Term insurance group plan. This request was referred to the Finance Committee for further study.

After a recent study of the General Statutes, Mr. Tillery stated that a committee for the handling of Endowment Funds should be appointed by the Chairman of the Board of Trustees. This committee will consist of five persons, the President, the Chairman, and three other persons. Mr. Hewlett made a motion that Mr. Tillery appoint this committee. This motion was seconded by Mr. Smith. Passed.

Mr. Tillery asked Mrs. Hogue, Chairman of the committee to study the feasibility of establishing an Academic Affairs Committee of the Board, to report. Mrs. Hogue submitted a memorandum to be studied by the Board, and to be reported on at a later meeting. Mrs. Hogue was requested by Mr. Tillery to make a further investigation of other colleges and universities, to see what action they have taken in setting up a committee of this type.

Dr. Randall announced that the next meeting of the Board would be held June 27.

Mr. Tillery requested Mr. Warner, Director of College Relations, to make plans for ground breaking ceremonies for the Library and Chemistry-Physics Buildings, as soon as possible.

Mr. Hewlett moved to adjourn at 9:45 p.m.

  
Chairman

  
Secretary

## Minutes

A special meeting of the Board of Trustees of Wilmington College was called Wednesday, June 7, 1967, at 7:30 p.m.

Eight Members Present: Mr. Frederick Coville; Mr. Frederick Graham; Mr. Addison Hewlett, Jr.; Mrs. C. D. Hogue, Jr.; Mr. Alan A. Marshall; Mr. B. D. Schwartz; Mr. James M. Smith; and Mr. L. Bradford Tillery. Present for the College were Dr. William M. Randall and Dr. J. Paul Reynolds.

Mr. Tillery, Chairman, called the meeting to order.

Mr. Tillery stated the purpose of the meeting was to acquaint the Board with a series of conversations which had gone on for two days having to do with the College becoming a part of the University of North Carolina.

Dr. Randall and Mr. Hewlett told of their telephone conversations with Mr. Watts Hill, Jr., and Senator Shuford, explaining in detail the purpose of the calls. Mr. Hewlett stated that the Board would not seek to prevent the passage of Senate Bill 563 relative to the establishment of regional universities, but would request that it be amended. He also explained that this amendment would provide:

1. Change in name of the College to Wilmington College of the University of North Carolina
2. The Trustees would retain their present control of the College
3. The Executive Committee would meet with the University Trustees without voting rights
4. No additional funds would be requested

Mr. Tillery read the two following telegrams received by Dr. Randall:

June 6, 1967

"At request of Senator Shuford, Chairman Seante Committee Higher Education we notify you of hearing on Senate Bill 563 concerning the establishment of regional universities Tuesday, June 13, auditorium of Legislative Building - 10:00 a.m. - for institutions now desiring to be heard on implications of Bill. If you wish to appear notify Senator Shuford immediately. Remarks should not exceed five minutes. Board of Higher Education not requesting to appear at this time.

Howard Boozer"

June 7, 1967

"My notice to you of a public hearing on June 13 at 10:00 a.m. auditorium Legislative Building, Raleigh, on Senate Bill 563 to provide for regional universities and the establishment of the first such East Carolina University. Please advise if you

-2-

desire to be heard.

A. L. Shuford, Jr.  
Chairman, Senate Higher Education  
Commission"

After some discussion Mr. Hewlett made a motion we go on record as favoring this set up and confer with the legislative delegates in conjunction with Asheville-Biltmore College. Mr. Graham amended the motion to read: The proposition be studied further and call another meeting for it to be considered. Mr. Marshall seconded Mr. Graham's motion. The motion was passed with Mrs. Hogue voting in the negative.

Mr. Tillery asked that the following telegrams be sent. One to Senator Shuford and one to Dr. Howard Boozer.

(Dr. Boozer)

"Thank you for your telegram of June 6 relative to Senate Bill 563 and the hearing on June 13. Wilmington College desires to be heard.

William M. Randall, President  
Wilmington College"

(Senator Shuford)

"Thank you for your telegram of June 7 relative to Senate Bill 563 and the hearing on June 13. Wilmington College desires to be heard.

William M. Randall, President  
Wilmington College

Mr. Hewlett and Mr. Tillery were asked to contact Senator John J. Burney and Representative William L. Hill, II, by telephone and try and arrange a meeting with them for 5:00 p.m. Friday, June 9, 1967, in the conference room of Wachovia Bank and Trust Company, so that the Trustees may learn more about the status of the College becoming a part of the Greater University at this time. He urged each one to be present at this time unless otherwise notified.

The meeting adjourned at 8:40 p.m.

L. Belford Tillery  
Chairman

Mrs Cyrus Hogue, Jr.  
Secretary

## Minutes

A special meeting of the Board of Trustees of Wilmington College was held Sunday, June 11, 1967, at ten o'clock in the morning at the home of Mr. L. Bradford Tillery, 1302 Hawthorne Road.

Eight Members Present: Mr. Horace Corbett; Mr. Frederick Coville; Mr. Frederick Graham; Mr. Addison Hewlett, Jr.; Mrs. C. D. Hogue, Jr.; Mr. Alan A. Marshall; Mr. B. D. Schwartz; and Mr. L. Bradford Tillery. Present for the College was Dr. William M. Randall. Also present were Senator John J. Burney, Jr. and Representatives George T. Clark, Jr. and William L. Hill, II.

Mr. Tillery, Chairman, called the meeting to order.

After some discussion a motion was made and passed requesting that legislators act in what they consider to be the best interest of the College with respect to Senate Bill 563 (concerning regional universities).

The meeting adjourned.

  
Chairman

  
Secretary

## Minutes

The regular meeting of the Board of Trustees of Wilmington College was held Tuesday, June 27, 1967, in the Board Room in the Wilmington College Library Building.

Eight Members Present: Mr. Frederick Coville; Dr. C. E. Hartford; Mr. Addison Hewlett, Jr.; Mrs. C. D. Hogue, Jr.; Mr. B. D. Schwartz; Mr. L. Bradford Tillery; Mr. Eugene B. Tomlinson, Jr.; and Mr. Raiford Trask. Representing the College were Dr. William M. Randall; Dr. J. Paul Reynolds; Mrs. Helena R. Cheek; Mr. Thomas P. Brown; and Mr. James A. Price, Jr. Representing the Star-News Newspapers, Inc. was Mrs. Carolyn Zimmerman.

Mr. Tillery, Chairman, called the meeting to order at 7:40 p.m.

Mr. Tomlinson moved the Board dispense with the reading of the minutes of the June meeting. Seconded by Mr. Schwartz. Passed.

Report of the President:

Dr. Randall reviewed the commencement activities and thanked the Trustees for their participation.

Dr. Randall informed the Board that the enrollment for our first term of summer school was 625. He called attention to the number of other colleges from which students were coming, as well as to the number of counties and states represented.

A report of the Teacher Placement Office was made by Dr. Randall. He called attention to the fact that 23 out of 48 students were employed by New Hanover County, and he gave a breakdown on other areas of employment. He advised that the seven graduate nurses had been employed by New Hanover Memorial Hospital.

Dr. Randall thanked the Trustees for their support in Raleigh at the hearing on the Regional University Bill.

A letter was read by Dr. Randall which Mr. Marshall, Chairman of the Building Committee, received from the architects. This letter stated that 75% of the foundations for the Library are complete and that the Science Building foundations will follow immediately. All contracts and change orders have been negotiated. Dr. Randall reported that the Environmental Laboratory had not been approved by the Legislature, but that the request for this addition had been returned to the Advisory Budget Commission, with power to act. Allocation of Federal Loan Funds for dormitories will be made after July 1.

Appropriations have been made for 1967-69 by the Legislature, and Dr. Randall stated we have five more faculty positions over the "A" Budget. He also said he could not give a complete report until he was further advised by the Budget Division.

Dr. Randall asked Dr. Paul Reynolds, Dean of Faculty, to present a request for additional funds for Mr. Loyd Hudson, who is attending summer school in Indiana. This request was made in the amount of \$176.00 for out-of-state tuition, which Mr. Hudson did not realize he would have to pay. Dr. Reynolds explained that additional funds were not necessary, inasmuch as some instructors who had received appropriations were not attending summer school. Mr. Schwartz moved Mr. Hudson be given this additional \$176.00. Seconded by Mr. Tomlinson. Motion carried.

The Electrical Meter School, sponsored by North Carolina State College, was held on campus from June 12-15. Dr. Randall reported it to be very successful and said the group was most pleased with the College and planned to return next year.

A letter was read by Dr. Randall which he had received from Mr. James M. Harper, Jr. regarding possible negotiations for a future program of Marine Biology on property which he owns. Mr. Hewlett moved to approve the appointment of a committee by the Chairman to follow up Mr. Harper's suggestion of visiting the proposed site. This motion was seconded by Dr. Hartford. Passed. Mr. Tillery expressed the Board's appreciation to Mr. Tomlinson for his efforts on behalf of this project.

#### Committee Reports:

##### Finance Committee:

Dr. Hartford, Chairman, presented a copy of the monthly report on the budget for perusal. Mr. Price, Business Manager, stated he had been requested to put certain funds into daily savings, and the banking regulations would not allow him to do this. These funds shouuld have to be put into Certificates of Deposit. Dr. Hartford moved these funds be so invested. Seconded by Mr. Schwartz. Passed.

##### Student Activities Committee:

##### Minutes of the Student Activities Committee:

"The Student Activities Committee met Friday, June 23, 1967, at 4:00 p.m. in the Board Room of the College.

"Three members present: Mr. Frederick Coville, Chairman; Mrs. C. D. Hogue, Jr.; and Mr. B. D. Schwartz. Representing the College were Mr. J. Marshall Crews, Mr. Thomas P. Brown, Mrs. Helena R. Cheek, and Mr. Michael Meier, President of the Student Body.

"Mr. Coville, Chairman, called the meeting to order.

"After some discussion the following recommendations were made:

- "(1) Make repairs to present furniture now, since the frames are good and it would cost one-third the price of new furniture. Mr. Schwartz agreed to accept this responsibility.

-3-

- "(2) Paint the inside of the building (Student Services) between the close of summer school and the beginning of the fall quarter.
- "(3) New furniture and draperies to be ordered under the direction of the Committee and representatives of the Student Body after July 1.
- "(4) Have Mr. Swink's material moved immediately.
- "(5) Arrange the upstairs as lounges and reading rooms.
- "(6) Employ a Student Aid or Monitor.
- "(7) Payment for repairs of building and upkeep of furnishings to come from budget.
- "(8) A position for Director of Student Union be included in the next budget.
- "(9) The Committee to request a meeting with Mr. Byrne, Cafeteria Manager, to discuss prices, menus, etc.
- "(10) Discuss with Mr. Price the expense of Art Shows, etc. to see about it coming from budget 102.

"The meeting was adjourned at 5:10 p.m."

Mr. Schwartz advised he had investigated the cost of repairs to the furniture and found it would run between five and six hundred dollars. It was suggested that money be used from County Funds for these repairs. After some discussion, Mr. Schwartz moved the repairs be made immediately. Seconded by Mrs. Hogue. Passed. Mr. Price stated painting of the inside of the Student Services Building could be arranged through the budget. It was suggested that funds from the Kenan Fund be used to re-decorate the Student Lounge. Dr. Randall said he would talk with Mr. Swink and have him arrange to move his things from the Student Services Building. A student aid or monitor would be provided through a work scholarship. Dr. Randall advised the State would not pay for a Director of a Student Union, and that we would have to make other plans for this position later. A discussion of the expenses for the Art Shows will be put on the agenda for the next meeting.

Grounds Beautification Committee:

Mr. Trask, Chairman, did not have a report. However, Dr. Randall stated the grounds look very nice, and Mrs. Hogue called attention to the new urns in the courtyard of the Kenan Building, stating that Mrs. William Crowe, Jr. had recently decorated them. She asked Dr. Randall to write and thank her for doing this.

-4-

Building Committee:

Dr. Randall reported for Mr. Marshall. Tentative programs for ground breaking services were distributed. After some discussion as to date and time of day, Mr. Schwartz moved we set Tuesday, July 11, 10:00 a.m. for the services. Seconded by Mr. Trask. Motion carried.

Investment Committee:

Mr. Tillery reported for this committee saying they met at Wachovia Bank. The committee, composed of Mr. Tillery, Mr. Graham, Dr. Hartford, Mr. Schwartz, and Dr. Randall, thought the first step would be to have some bank make recommendations as to a plan to follow in the investment of funds. The funds to be invested would be derived from interest on Kenan Foundation, E. L. White Fund, and Hoggard Medal Fund. The Wachovia Bank was selected to act as our fiscal agent. Mr. Coville made a motion the plans of the Investment Committee be accepted. Seconded by Dr. Hartford. Passed.

Lecture Committee:

Mr. Schwartz, Chairman, presented a tentative program for the coming year. Mr. Alexander Scourby has been engaged for November 21, at a fee of \$750. Mr. Edward P. Morgan, tentatively, for February 27, at a fee of \$1250. Mr. Schwartz asked that \$1000 be provided from the Kenan Fund to help sponsor the lectures. Mr. Hewlett moved the Board assist this committee by providing \$1000 for the Lecture Series. Seconded by Mr. Tomlinson. Passed.

Dr. Randall stated the next Board meeting would be held Tuesday, July 25.

Mr. Hewlett moved to adjourn at 8:40 p.m.

T. Randolph Gillory  
Chairman

Mrs. Eugene Hogue, Jr.  
Secretary

## Minutes

The regular meeting of the Board of Trustees of Wilmington College was held July 25, 1967, in the Board Room in the Wilmington College Library Building.

Eight Members Present: Mr. Frederick Coville; Mr. Frederick Graham; Dr. C. E. Hartford; Mr. Addison Hewlett, Jr.; Mrs. Cyrus D. Hogue, Jr.; Mr. James M. Smith; Mr. L. Bradford Tillery; and Mr. Eugene B. Tomlinson, Jr. Present for the College were Dr. William M. Randall; Dr. J. Paul Reynolds; Mr. David E. Warner, Jr.; and Mr. James A. Price, Jr. Representing the Star-News Newspapers, Inc., was Mrs. Carolyn Zimmerman.

Mr. Tillery, Chairman, called the meeting to order at 7:40 p.m.

Mr. Hewlett moved that the minutes of the June 27 meeting be approved. Seconded by Dr. Hartford. Passed.

Mr. Tillery presented to the Board the matter of reorganization for 1967-68, stating officers could be elected office by office or any way the Board chooses. Mr. Coville moved the present slate of officers be retained for another year. Seconded by Mr. Graham. Motion carried. Mr. Tillery, on behalf of the other officers, expressed appreciation for the confidence shown by the Board members.

Report of the President:

Dr. Randall reported on the second session of summer school saying he had not yet received a completed statement, but as of now, approximately 500 students were enrolled. He added that an enrollment of about 1300 students was expected for the fall session.

A letter was received recently by Dr. Randall from the Advisory Budget Commission advising the President's salary had been raised \$1,000 per year.

Legal limits of faculty salaries were recently raised by the legislature. Dr. Randall asked Dr. Reynolds to present these changes to the Board. Dr. Reynolds explained that the salaries for next year for a full professor would average about \$13,000, for an associate professor about \$10,037, for an assistant professor \$8,546, with an instructor averaging about \$6,822. Dr. Reynolds stated that by fall he hoped about 40 per cent of the faculty would be holding Ph. D's, compared with 24 per cent last year. The following promotions were made in the faculty for the coming year:

Mrs. Ruby Knox - instructor to assistant professor  
Mr. Kenneth Stites - instructor to assistant professor  
Mr. Frank Honey - instructor to assistant professor  
Mr. Earl Allen - instructor to assistant professor  
Mr. Charles Sproles - instructor to assistant professor  
Mr. Loyd Hudson - assistant professor to associate professor  
Mr. Adrian Hurst - assistant professor to associate professor

Dr. Randall presented the operating budget for 1967-69, calling attention to the improvements for the current biennium. He expressed a deep gratitude for the appropriations made by the legislature and to Representative William L. Hill, II, for his untiring efforts on behalf of the College. Mr. Tillery

and Board members added their full endorsement to Dr. Randall's statement.

A letter from the American Council on Education concerning the confidentiality of student records has been received by Dr. Randall. Each member was given a copy of this letter, and they were asked to read it carefully so that some action might be taken at the next Board meeting.

Dr. Randall attended a Regional Education Laboratory conference held in Durham, July 6. This conference dealt with making plans for a Research and Development Officers' workshop to be held at Montreat in August. Dr. Randall stated he felt the presidents attending this conference had an opportunity to see what they should do. "We know what we are teaching and we know how many students we are teaching and how much it costs, but we do not know who it is we are teaching," said Dr. Randall. He hopes that through this workshop in August, Mr. Barwick, Director of Research and Development, will find some means of better understanding the outside needs of the students.

Dr. Reynolds attended a meeting of the Board of Higher Education held in Southern Pines, July 21, and said this meeting dealt chiefly with long-range planning.

Dr. Randall said he had received a letter from Representative William L. Hill, II, (a copy of which was given each trustee) in which he expressed his regret for being unable to attend the Board meeting. A copy of Mr. Hill's letter is attached.

The Board of Higher Education has recently published a manual on determination of residence status. A copy of Appendix A, Residence Status for Tuition Payment, was given each trustee. This appendix is to be published in the College catalog, unless the Board wishes to revise it.

Dr. Randall asked Dr. Reynolds to present a recent request made by Mr. Lewis Nance. Mr. Nance wishes to continue in summer school at the University of the Pacific at an added expense of \$126.00. Mr. Hewlett moved his request be granted. Seconded by Mr. Tomlinson. Motion carried.

#### Committee Reports:

##### Executive Committee:

Mr. Graham, Chairman, said the committee did not meet during the month, but that he had received approximately thirty-five names for consideration for Office of the President. He expressed the committee's appreciation for the interest shown by the faculty and members of the Board. He extended an invitation for each of them to visit his office at any time, and inspect the material assembled.

##### Finance Committee:

Dr. Hartford, Chairman, reported, stating a monthly report on the budget was available for inspection at any time. Mr. Price, Business Manager, said that water connections were completed in Kenan Court for the function of the fountain. He also said the used furniture in the Student Services Building had been sent for repairs, and bids for painting the building were being received. He further stated that he did not have a complete report

on "Special Funds," but he could report the Athletic Fund to be operating in the black.

Student Activities Committee:

Mr. Coville, Chairman, asked Mrs. Hogue to report on renovation plans for the Student Services Building. Mrs. Hogue reported she had engaged Mr. Robert Cooper to advise the committee in redecorating the building and present plans which were suggested by him. The cost of redecorating this building would be about \$3,000. Mr. Hewlett moved \$3,000 be allocated for this improvement from non-appropriated funds. Seconded by Mr. Smith. Passed.

Building Committee:

Dr. Randall reported for Mr. Marshall. He stated a copy of the appropriations made by the 1967 General Assembly for Capital Improvements had been mailed to each member. He also recalled Mr. Hill's emphasis of the urgency in getting the building program under way. Mr. Hewlett moved the Building Committee take the necessary steps to expedite this program and be empowered to act. The motion was seconded by Mr. Coville. Passed. A motion was made by Dr. Hartford that the President of the College be authorized to make application for any funds necessary from the Federal Government or the State Commission on Higher Education Facilities. Seconded by Mr. Smith. Passed.

Dr. Randall presented plans drawn by Mr. Noe, Superintendent of Buildings and Grounds, to extend the roads and parking areas, and stated it would be necessary for him to clarify the use of the appropriation with the Property Division before proceeding with this work.

Public Relations Committee:

Mrs. Hogue, Chairman, reported that Mrs. Janice Medlin had been employed as a full-time secretary in the College Relations Department. Also, Miss Gwendolyn Culbreth is now working full-time as a Public Information Officer I. She called attention to the 1966-67 scrapbook on display. Mr. Tillery expressed appreciation to the press and others concerned for the fine coverage the College has received.

Investment Committee:

Mr. Tillery reported a letter had been received from the Office of the Attorney General advising him to proceed as planned with endowment funds, and that the Wachovia Bank had been chosen as fiscal agent.

New Business:

Mr. Tillery endorsed his check for serving as a trustee to the Seahawk Club, and invited others do so desired, to do likewise.

Mr. Tomlinson asked if the allocated new positions by the legislature would include a teacher in the suggested Transportation Major. Dr. Reynolds assured the Board that one would be employed as soon as an instructor was located to fill this position.

Mr. Smith asked something be done about the laxity of building inspection during the construction phase of the new buildings. Mr. Graham suggested that Mr. Smith's remarks be made a part of the minutes and a copy be sent to the architects.

Dr. Randall reported Mr. Crews was replacing Mr. Hurst as Chairman of the Mathematics Department, and Dr. Jackson Sparks will replace Dr. Lloyd Bishop as Chairman of the Modern Languages Department.

Dr. Randall stated that a committee from the Biology Department, along with Dr. Reynolds and himself had visited three sites tentatively offered by Mr. James Harper of Southport for a Marine Biology Laboratory. After talking with Mr. Harper, no decision has been reached at this time.

Mr. Hewlett moved the meeting be adjourned at 8:45 p.m.

L. Bradford Gillings  
Chairman

Mrs. Cyrus D. Hogue, Jr.  
Secretary

Minutes

The regular meeting of the Board of Trustees of Wilmington College was held Tuesday, August 22, 1967, in the Board Room in the Wilmington College Library Building.

Eight Members Present: Mr. Frederick Coville; Mr. Frederick Graham; Dr. C. E. Hartford; Mr. Addison Hewlett, Jr.; Mr. B. D. Schwartz Mr. James M. Smith; Mr. L. Bradford Tillery and Mr. Raiford G. Trask. Present for the College were Dr. William M. Randall; Dr. J. Paul Reynolds; Mr. J. Marshall Crews; Mr. James A. Price, Jr.; Mr. Thomas P. Brown; and Mr. David E. Warner, Jr. Representing the Star-News Newspapers, Inc. was Mrs. Carolyn Zimmerman.

Mr. Tillary, Chairman, called the meeting to order at 7:30 p.m.

Dr. Hartford moved the Board dispense with the reading of the minutes of the July meeting and that they be approved. Motion seconded by Mr. Smith. Passed.

Report of the President:

Dr. Randall asked for a discussion on "Confidentiality of Student Records," stating copies of a brochure from the American Council on Education concerning this subject were given each board member at the last meeting for study and consideration. After some discussion it was decided no action would be taken by the board at this time.

At the July meeting of the board each member was given a copy of Appendix A- Residence Status for Tuition Payment. After some discussion it was the consensus of the board that this information be included in the next College catalog.

Dr. Randall stated he had recently received a letter from Mr. G. A. Jones, Jr., State Budget Officer. Mr. Jones' letter advised the authorized budgets for State institutions of higher education for the fiscal year 1968-69 were constructed with the understanding that the Out-of-State tuition rate for the Regular Session of Wilmington College would be \$500.00. After some discussion Dr. Hartford moved we accept the Budget Division's recommendation and raise our Out-of-State tuition to \$167.00 per quarter. This motion was seconded by Mr. Graham. Passed.

Dr. Randall read an excerpt from a bulletin published by the North Carolina Board of Higher Education which itemized student costs at tax-supported senior institutions for the nine-month academic year 1966-67, including "other required fees \$208." The question of what made up the other "required fees" was discussed. The board decided to have the administration investigate what constitutes these required fees in other tax-supported senior institutions and make a report at the next meeting.

Dr. Randall stated that contracts with architects were now being written for the dormitories, cafeteria and education building. He also stated that he had held several long conferences with Mr. Ballard, Dr. Reynolds, and the Education and Psychology departments, on the psychology and educational building, and with Mr. Boney, Mrs. Cheek, Mr. Brown, and Mr. Crews on the dormitories. Dr. Randall also said he had received a letter from Mr. A. R. Hanson,

Assistant Regional Administrator for Housing Assistance, advising our name was on his list to be notified when his office is again in position to accept applications for loans. Dr. Randall explained that if the College was unable to procure a loan through this channel and had to look elsewhere, the cost would probably be as follows:

Term of loan - 30 years  
Interest rate 3½%

½ Cafeteria - \$375,000 loan - monthly payments of \$1,632.02 or  
\$19,584.28 per year  
½ Dormitories - \$680,000 loan - monthly payments of \$2,959.40 or  
\$35,512.83 per year

With only 400 students occupying the dormitories and having three meals per day on campus, Dr. Randall feels it will be difficult to operate a cafeteria which will accommodate 2,000 students on a self-liquidating basis. He and Mr. Price are investigating plans and leases for a cafeteria, and they expect to have an interview with a representative from Slater and Company (operators of State cafeteria) next week.

Dr. Randall announced summer school ended Friday, August 25. The fall quarter will open September 18, with Freshman Orientation 18-20. Registration 21-22, and classes begin September 25.

Reappointment of the following trustees was recently made by Governor Dan Moore:

Mr. James Smith, term expiring June 30, 1975  
Mr. Horace Corbett, term expiring June 30, 1975  
Mr. Addison Hewlett, Jr., term expiring June 30, 1975

Dr. Randall congratulated the board on the reappointment of these three gentlemen.

The following letter in reference to roads and parking was received by Dr. Randall from Mr. F. B. Turner, State Property Officer.

"Dear Dr. Randall:

"This is to advise that you may proceed to use appropriated funds for subject project before satisfactory arrangements are made to provide the self-liquidating portion of the authorized total.

"You are, however, obligated to proceed to set up a system for collecting parking fees or other means of financing the \$75,000 self-liquidating portion of the project.

F. B. Turner  
State Property Officer"

After some discussion about raising the self-liquidating portion of this project, Dr. Randall was asked to contact Mr. Turner and solicit his advice on how to finance this \$75,000.

Committee Reports:

Minutes of the Executive Committee Meeting, August 11, 1967.

"The committee met in the conference room of Wachovia Bank and Trust Company with the following members present:

"F. B. Graham, Chairman  
Addison Hewlett  
Alan A. Marshall  
B. D. Schwartz  
L. Bradford Tillery

"The chairman reported that with the help and cooperation of the Faculty Consulting Committee, Members of the Board of Trustees of the College, and others a list of criteria had been prepared and submitted to all of the trustees of the college. The committee approved the criteria as submitted and expressed the thought that this material would be beneficial as a guideline in the search for a new president. The criteria are listed below:

- "1. He should be a distinguished scholar having a Ph. D. degree.
- "2. He should have considerable academic training.
- "3. He should have achieved recognition in his chosen field.
- "4. He should possess certain qualities that bespeak educational statesmanship.
- "5. He should be a person of integrity who will discharge his responsibilities with good conscience.
- "6. He should have previous experience in a university, preferably administrative experience as departmental chairman, dean, professor, vice-president or president.
- "7. He should be fully cognizant of the threefold mission of a state university; teaching, research and service.
- "8. He should have demonstrated executive ability.
- "9. He should be prepared to head a multimillion-dollar business
- "10. He should be able to interpret successfully - to the legislature, to alumni, and to private citizens - the financial needs of the university.
- "11. He should be prepared to meet the political responsibilities of his office.
- "12. He should have social skills, as an important part of his job is meeting and entertaining many different kinds of people.
- "13. He should be skilled in public relations.
- "14. He should have special skills in public communications.
- "15. He should enjoy good health.
- "16. He should be a gentleman who believes in God, who is a patriotic citizen of the United States, and who meets the highest standards of moral and ethical behavior.
- "17. He should, with exception always for the unusual candidate, be in the age bracket of 35 to 52.
- "18. He should have some understanding of our region's culture.

"The chairman pointed out to the committee that so far as he could ascertain the responsibilities and duties of the president were not fully and adequately spelled out in the by-laws of the college. He said he thought it would be advisable if such duties and responsibilities were clarified and documented so that the operational functions of the management of the college could be more clearly defined. He reported that he was doing a little research in this area and would report back to the committee at a later date with recommendations.

"The committee informally reviewed the list of prospects for the presidency of the college and decided that each member would look through the prospect list and choose the more likely candidates for closer examination, discussion and elimination.

Respectfully submitted,

F. B. Graham  
Chairman"

Mr. Graham moved these minutes be accepted. Seconded by Mr. Trask. Motion carried.

Finance Committee:

Dr. Hartford, Chairman, presented the budget report ending July 31, 1967. Mr. Price, Business Manager, reported a balance on hand in the County Fund, after allocating \$3,000 for redecorating the Student Services Building, of \$45,237.00. He also reported a balance in the Kenan Income Fund of \$3,848.62. Mr. Price presented several financial problems to the board, and after some discussion, was asked to meet with the Finance Committee and have this committee make recommendations for handling these problems at the next meeting. Laxity in the payment of National Defense Student Loans was presented by Mr. Price. He explained to board members that at present the College does not require a cosigner for these loans and that he was having great difficulty collecting on them. A motion was made by Dr. Hartford that a cosigner be required on notes for minors. This was seconded by Mr. Smith. Motion carried.

Mr. Price asked for clarification of expenditures of \$1,200 to be used for the testing program. It was the intention of the board that the authorized expenditure for this program would come from the regular budget.

Student Activities Committee:

Mr. Coville, Chairman, asked Mr. Schwartz to report on the progress being made in the renovating of the Student Services Building. He said he had talked with Mr. Cooper, interior decorator, and that he would need at least \$1,000 more to complete the furnishings. Dr. Hartford made a motion \$1,000 more be allocated to these repairs from the County Fund. Mr. Graham seconded the motion. Motion carried. Mr. Price asked that the Student Activity Committee be responsible for the bill of \$1,200 for painting the Student Services Building, and was advised by the board to pay this bill from maintenance funds.

Grounds Beautification:

Mr. Raiford Trask, Chairman, commented on the beauty of the campus and commended Mr. Noe for his efforts.

Public Relations:

Mr. Tillery reported for Mrs. Hogue, Chairman, stating that Wilmington College will entertain representatives of the press, radio and T. V. on Wednesday, August 23, from 9:30 to 11:30 a.m. A press conference and tour of the campus will be followed by a coffee hour. The College Relations Office has been conducting an intensive campaign to locate the alumni of the College. There are now over 800 accurate addresses on file. The alumni cards are filed alphabetically, geographically, and by class.

Lecture Committee:

Mr. Schwartz, Chairman, stated plans for the Lecture Series were going along fine. Two outstanding lecturers have been engaged and publicity will begin September first.

Investment Committee:

Mr. Tillery, Chairman, said everything was proceeding according to plans, and an agreement has been reached with the Wachovia Bank and Trust Company, and he will send material to the members of his committee at an early date.

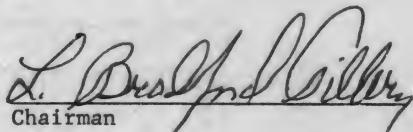
New Business:

Mr. Tillery extended a warm welcome to Mr. Smith, Mr. Hewlett, and Mr. Corbett, reappointed board members.

Dr. Reynolds expressed appreciation for the faculty for the aid received in the work they were doing this summer. He said that practically everyone had written him a note of appreciation.

Dr. Randall announced the next board meeting would be held September 26, 1967.

Mr. Hewlett moved the meeting adjourn at 9:15 p.m.

  
Chairman

  
Secretary

Minutes

The regular meeting of the Board of Trustees of Wilmington College was held Tuesday, October 31, 1967, in the Board Room in the Wilmington College Library Building.

Ten Members Present: Mr. Frederick Coville; Mr. Frederick B. Graham, Dr. C. E. Hartford; Mr. Addison Hewlett, Jr.; Mrs. Cyrus D. Hogue, Jr.; Mr. B. D. Schwartz; Mr. James M. Smith; Mr. L. Bradford Tillery; Mr. Eugene B. Tomlinson, Jr.; and Mr. Raiford G. Trask. Present for the College were Dr. William M. Randall; Mr. J. Marshall Crews; Mr. James A. Price, Jr.; and Mr. David E. Warner, Jr. Mrs. Carolyn Zimmerman represented the Star-News Newspapers, Inc.

Mr. Tillary, Chairman, called the meeting to order at 7:30 p.m.

Mr. Schwartz moved the board dispense with the reading of the minutes for August 22. Seconded by Mr. Smith. Passed.

Report of the President:

Dr. Randall reported a very successful Freshman Orientation program and a registration of 1250 students for the fall quarter, an increase of forty-one students over the fall quarter of last year.

Dr. Randall and Dr. Reynolds will attend a meeting of the Southern Association's screening committee on November 2 in Atlanta, Georgia. From November 26 through 30, they will attend a regular meeting of the Association in Dallas, Texas. On Thursday morning, November 30, they will be informed of the accreditation status of Wilmington College. Dr. Randall stated he would inform the College immediately of any decision made at this time and could not foresee any reason why we would not attain accreditation.

Dr. Randall reported that at a recent meeting of the Academic Affairs Committee it was decided that the following courses would be offered on an experimental basis for this year. College Mathematics for the General Student will be offered in three, 3-hour courses, and English Composition in three, 3-hour courses. Dr. Randall also stated that Dr. Wagoner had visited him in regards to a number of seniors attending New Hanover High School who had taken most of the courses they had to offer. Students with an A and B average from the high school were given permission to register for courses not available in the schools. Mr. Crews stated that we have three such students at the present time.

Dr. Randall informed the board that all Capital Improvement Budget requests will have to be forwarded to the Department of Administration, Property Control Division, not later than January 15, 1968.

At the close of the 1967 summer session thirty-three students received a B.A. degree in liberal arts.

On October 10, 1967, Dr. Randall received a letter from the President of the Collegiate Civitan Club requesting the privilege of placing a "time capsule" on the campus of Wilmington College. The following is an excerpt from the letter received by Dr. Randall:

"The 1967-68 year will not only see Wilmington College fully accredited as a four-year institution but will also mark the retirement of two of its most respected members - President William M. Randall, who has presided over the growth of the College as dean and as President for seventeen years, and Professor Adrian D. Hurst, who has headed the Mathematics Department of the College since its beginning.

"To commemorate these events and to honor these men, the Wilmington College Collegiate Civitan Club wishes to place on the campus a "time capsule" to be opened thirty-three, fifty or a hundred years from now.

"The capsule would consist of a four-inch deep and three-inch diameter canister of stainless steel. A microfilm record of campus life - Wilmington College 1967-68, as well as history of the first twenty years of the College would be placed in the canister, which would be sterilized and purged with helium to remove bacteria and air. The canister would be placed in a housing where it is suspended by polyethylene pellets to isolate the cylinder from its surroundings. The housing would be encased in a half-ton cylinder of concrete and buried on campus. The sidewalk in front of the new library building has been suggested as a site. The cylinder would be marked by a plaque flush with the surface of the walk.

"The cost of this project would be borne by the Collegiate Civitan Club, though it is hoped the publicity from such a project might persuade the local business community to provide assistance in the form of materials.

"To coordinate the year-long program, it has been suggested that a coordinating committee be appointed consisting of a representative from each of the following: college administration, the college faculty, the board of trustees-----."

A motion was made by Mr. Smith that this project be approved. Seconded by Mr. Hewlett. Motion passed.

Dr. Randall presented a letter received from Mr. Rye Page, Star-News Newspapers, Inc. regarding Gold Star Awards, and requesting a scholarship be given by Wilmington College in connection with this contest. After some discussion, Mr. Tillery referred Mr. Page's letter to the Scholarship Committee.

A memorandum from Dr. Reynolds explaining the offering of a new major at state-supported colleges was read by Dr. Randall. Dr. Reynolds is attending a meeting of the North Carolina Association of Colleges. The Board of Higher Education has appointed two committees (a graduate and undergraduate one, of which Dr. Reynolds is chairman) to make recommendations regarding approval of new programs. A final recommendation has been approved by the committee. This report recommends that:

"in case of non-professional degree programs, institutions authorized to offer advanced graduate degree programs shall submit to the Board for its information only all new or different options in existing degree programs, or altered or new majors, fields of study, concentrations, or specializations within existing degree programs.

"This means that Wilmington College and all other institutions currently offering graduate programs may institute new majors for the A. B. degree such as in our case - physics, philosophy, etc., without making the previously required proposal to do so."

The follow letter was received by Dr. Randall from Mr. Louis Adcock addressed to the Board of Trustees:

"Gentlemen:

"I have applied for a Science Faculty Fellowship Grant from the National Science Foundation for fifteen months study during the regular academic session at Louisiana State University. This work will complete my requirements for my doctorate in Chemistry, and would begin in January, 1968, and terminate in June, 1969.

"I am most appreciative for the past considerations shown me by the board, and wish to request a fifteen-month leave of absence subject to the awarding of the Science Faculty Fellowship Grant.

Sincerely,

Louis H. Adcock"

Mr. Hewlett made a motion Mr. Adcock be granted a leave of fifteen months. Seconded by Mr. Schwartz. Motion carried.

Executive Committee:

Minutes of the Executive Committee:

"The Executive Committee met in the conference room of Wachovia Bank and Trust Company on September 22, 1967, with the following members present:

"Mr. F. B. Graham  
Mr. Addison Hewlett, Jr.  
Mr. B. D. Schwartz  
Mr. L. Bradford Tillery

"The Chairman pointed out to the Committee that Section 10-1 (d) of the By-laws of Wilmington College contains the following: 'The Board of Trustees shall establish by-laws for the management of the institution's affairs, and rules and regulations for the general management of the institution, and the discipline of the students.'

"After careful consideration the committee passed a resolution recommending to the Board of Trustees that the duties and responsibilities of the President be defined as follows, and the by-laws of the College be amended accordingly.

"RESPONSIBILITIES AND DUTIES OF THE PRESIDENT

"The President shall have and exercise full executive authority over the college subject to the direction and control of the Board of Trustees.

"As the chief executive, he shall be responsible for the presentation of all college policies and recommendations to the General Assembly, the Governor, the Board of Trustees, State budget officers and commissions and the Federal Government.

"The President, as the chief executive officer of the college, shall formulate the educational and administrative policies of the college and he shall perform all duties prescribed by the Board of Trustees.

"He shall be responsible to the Board of Trustees for the prompt and effective execution of all laws relating to the College, and all resolutions, policies, rules and regulations adopted by the Board for the operation of the College; and his discretionary powers shall be broad enough to enable him to meet his extensive responsibilities.

"He shall make all nominations for appointments for terms of more than one year and all recommendations for promotions, salaries, transfers, suspensions, and dismissals of administrative officers, members of the institutional staff, and all other employees of the college.

"He shall be responsible to the Board of Trustees for the preparation of the budget and its presentation to the Budget Commission, the General Assembly and Committees of the General Assembly for the development and maintenance of the college.

"The President shall assume, and retain at all times, control over the budgets of the college. He shall approve revisions of the budgets and shall approve expenditures under the budget.

"The President shall establish an organization to carry out effectively the policies of the college. He shall interpret the organization to the Board of Trustees and to the officers and faculty of the college. He shall insure that the college is properly staffed with personnel competent to discharge their responsibilities effectively, and that adequate opportunities are provided for the development and advancement of such personnel.

"In carrying out his duties and responsibilities, the President may delegate to subordinate officers portions of those duties with the required authority for their fulfillment. However, this shall not reduce the President's overall responsibility for those portions of duties which he may delegate.

"The President shall prepare and submit to the Board of Trustees an annual report to correspond with the college's fiscal year and such special reports concerning the college as he may deem wise and as the Board may require.

"The budgets of the college shall be transmitted to the Board of Trustees or the Executive Committee by the President at least 30 days in advance of its submission to the Advisory Budget Commission.

"All projects, programs, and institutional reports which form any part of the activity of the college are subject to the President's approval.

"It shall be the duty of the President to appoint a Faculty Committee in consultation with the Dean of the Faculty and the Dean of Students and the President, and such Faculty Committee shall exercise full and final authority in the regulation of student conduct and in matters of student discipline in the college; and in the discharge of this duty, delegation of such authority may be made to established agencies of student government and to administrative or other officers of the institution in such manner and to such extent as may be by the Faculty Committee and the President be deemed necessary and expedient; provided that in the discharge of this duty it shall be the duty of the Faculty Committee and the President to secure to every student the right of due process and fair hearing, the presumption of innocence until found guilty, the right to know the evidence and to face witnesses testifying against him, and the right to such advice and assistance in his own defense as may be allowable under the regulations of the institution as approved by the Faculty Committee and the President. Systematic rotation of faculty members of this committee shall be established.

"The committee also recommended that Section 14 - 1 now relating to 'Amendments, Suspensions' be assigned to 'Responsibilities and Duties of the President' and that the section 'Amendments, Suspensions' be covered by Section 15 - 1.

"The committee discussed informally a number of prospects for the presidency of Wilmington College.

Respectfully submitted,

F. B. Graham, Chairman"

Mr. Graham moved these minutes be accepted. Motion was seconded by Mr. Hewlett. Motion carried.

Finance Committee:

Dr. Hartford, Chairman, presented copies of the budget reports for August and September, 1967, for perusal.

Minutes of the Finance Committee meeting of August 22, 1967:

"Members present: Dr. C. E. Hartford, Chairman; Mr. B. D. Schwartz; and Mr. James M. Smith. For the College: Dr. William M. Randall; and Mr. James A. Price, Jr.

"Dr. Hartford called the meeting to order.

"The purpose of this meeting was to discuss several financial problems and to arrive at solutions to these problems to be presented to the board of trustees for action.

"Mr. Price, Business Manager, stated that over a period of time, a deficit had been incurred in the Athletic Fund in the Student Activities Fund. It was suggested that these deficits be corrected by transferring funds from the Physical Education Fund, which has a surplus.

"Mr. Price advised that approximately \$1,200 had been spent by the Student Services Department for alterations to classrooms and for equipment. He stated that no money was available for this in the regular budget. The committee suggests that funds be transferred from the Instructional Department Equipment Fund budget to cover these expenditures. It is recognized that this transfer may result later in the year in insufficient funds to take care of the Instructional Department needs. This problem would be dealt with, if and when it should arise. The finance committee recommends that in future years, an effort be made to include the financial requirements of the Student Services Department in the regular "B" budget.

"Mr. Price advised that the Drama Department needs \$300; Music, \$600; and Art, \$600, and that there is no money in the regular budget to cover these needs. Mr. Smith moved that \$1,500 be allocated from income from the Savings Account to cover these needs for this year only, and that in future years, these needs be covered by the Student Activities Fees. Mr. Schwartz seconded this motion; motion carried.

"The finance committee makes these recommendations and suggestions for consideration at the next meeting of the board of trustees.

Dr. C. E. Hartford, Chairman"

Mr. Hewlett moved the recommendations of the finance committee of August 22 be approved. Seconded by Mr. Smith. Passed.

Minutes of meeting of finance committee:

"The Finance Committee of the Board of Trustees of Wilmington College met Monday, October 30, 1967, at 4:30 p.m. in the Board Room in the Library Building.

"The following members were present: Dr. C. E. Hartford, Mr. James M. Smith, and Mr. B. D. Schwartz. Present for the College were Dr. William M. Randall, Dr. J. Paul Reynolds, and Mr. James A. Price, Jr.

"Dr. Hartford stated that he had received a letter from Dr. Randall dated October 17, which outlined the matters which were to be studied by the committee, with recommendations to the board.

"The 1968-69 budget calls for income from out-of-state students of \$500.00 each per academic year. After discussion, Mr. Smith moved the out-of-state tuition be increased from the present \$130.00 per quarter to \$170.00 per quarter in order to meet this requirement. Mr. Schwartz seconded the motion. Motion carried.

"The present application fee of \$5.00 is out of line with comparable institutions. It was moved by Mr. Schwartz that the non-refundable application fee be raised to \$10.00 to pay the rising cost of processing applications. Motion was seconded by Mr. Smith. Passed.

"It was recommended that the above fees become a part of the general budget as required by the State.

"In addition to the above, the committee recommends that because of rising costs and other graduation expenses the present fee of \$7.50 be increased to \$10.00. The committee also recommends that the Student Activity Fee be increased from \$16.00 per quarter to \$25.00 per quarter. This new fee would be in line with that charged elsewhere and will include a parking fee, now collected independently.

"The committee recommends the institution of a Summer School Activity Fee of \$5.00 per session of six weeks. This would recognize the fact that the summer school students have the use of the physical education facilities. This is estimated to yield around \$4,000.

"The estimated increase in the Student Activity Fee from \$16.00 to \$25.00 per quarter will yield approximately \$10,000 for the liquidation, with interest charges, of a \$75,000 loan over a period of ten years for building parking facilities. Also, it would provide \$10,000 per year for the operation and maintenance of the Student Activities Building. The State has advised that the Student Activities Building must be self-supporting and will not be included in the future operations budget. The increased fee will also provide approximately \$6,000 per year additional money for the Physical Education and Athletic Programs, and \$1,000 per year for drama, music, and art.

"The finance committee requests the approval of the board to investigate various possible means of financing the construction of the parking facilities out of the additional proceeds of the Student Activity Fees outlined above. It is contemplated that the finance committee would then make recommendations to the board for proceeding with the financing.

"Dr. Reynolds presented a request made sometime ago by Mr. Louis Adcock for the Professional Relations Committee of the Faculty for funds from the income from the Kenan Fund to assist in a group insurance plan. The committee considered the request made by the Professional Relations Committee of the Faculty for aid from Kenan Funds in the form of a fringe benefit to pay staff coverage in a term insurance group plan. It was the feeling of the committee that income from the Kenan Fund and from other available funds is presently committed for other worthwhile projects of the Professional Relations Committee. It was the sense of the committee that this project be noted and given further

consideration when funds may become available in the future.

"The meeting was adjourned at 5:45 p.m."

After some discussion, Mr. Hewlett moved these minutes be approved Seconded by Mr. Smith. Passed. Dr. Hartford stated that a suggestion was made to borrow from the Kenan Fund the \$75,000 needed for building parking facilities, and repay the Fund at the rate of five per cent interest. After some discussion this suggestion was tabled for further consideration.

Student Activity Committee:

Mr. Coville, Chairman, reported saying they had held a meeting with student body representative, the deans and Mr. Frank Byrne, cafeteria manager. They discussed the service and price of food being served in the cafeteria. Mr. Byrne consented to reduce some of his prices and promised to work with the students to bring about a satisfactory relationship. Mr. Coville stated the Student Services Building's renovations were almost finished and the new furniture had arrived. He also noted that the Seahawk Club had received a generous contribution from Mr. John A. Moran. Mr. Graham suggested that Mr. Tillery write a letter of appreciation to Mr. Moran, and that a resolution be spread upon the minutes of the board.

R E S O L U T I O N

"WHEREAS, Mr. John A. Moran of Wilmington, North Carolina, has been most generous in his gift to the recently organized Seahawk Club;

"AND WHEREAS, by his recent gift has assisted immeasurably in the Athlectic Program of the College;

"NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Wilmington College in their regular session on October 31, 1967, do express to Mr. Moran on behalf of the student of the College their deep appreciation for his interest and generous gift;

"BE IT FURTHER RESOLVED that this resolution be spread upon the minutes of the Board of Trustees and a copy be sent to Mr. John A. Moran."

Grounds Beautification Committee:

Mr. Raiford Trask, Chairman, said work on the campus was continuing and the grounds are well kept.

Building Committee:

Mr. Tillery, in the absence of Mr. Marshall, Chairman, reported for the Building Committee. He stated that at least a tentative decision should be reached concerning our requests for capital improvements to be submitted to the legislature in 1969. These requests are to be presented to the Advisory Budget Commission through the Property Division of the State on or before January 15, 1968.

The following suggestions were presented for discussion:

- 1) Funds for placing electrical transmission lines underground. This suggestion originated with the Property Division, which will support it, and will cost approximately \$100,000. Mr. Raiford Trask suggested these lines be placed underground by the power company before streets are laid on the campus, and stated the work would be much less expensive than if we wait until the buildings are completed and all the streets and sidewalks are laid. After some discussion, Mr. Hewlett moved the Building Committee look into this matter and see what they could get the power company to do about it. The motion was seconded by Mrs. Hogue. Motion carried.
- 2) An infirmary. With resident students on the campus, this appears to be a necessity.
- 3) A classroom and laboratory building for the Business Department, with space for a computer center.
- 4) A natatorium for the Department of Physical Education
- 5) Request for two additional dormitories
- 6) A President's house
- 7) Environmental Laboratory for Biology Department
- 8) A fence around athletic fields for the Department of Physical Education
- 9) Advance Planning for Institutional Facilities
- 10) Renovation of old library space
- 11) Marine Biology Laboratory and facilities

A motion was made by Mr. Schwartz that these items be presented to the Advisory Budget Commission. Mr. Hewlett seconded the motion. Motion carried.

Mr. Frank Ballard, of Ballard, McKim and Sawyer, Architects, presented the elevation and interior plans for the Education Building. The interior and elevation plans for this building have been approved by the faculty, administration, and board members. Mr. Ballard pointed out that plans for the cafeteria were incomplete, but would be ready for the Building Committee soon. The site plan for these buildings is still under discussion. A motion was made by Mr. Tomlinson that the Building Committee visit the campus, choose the site, and be empowered to act. Seconded by Mr. Schwartz. Motion carried.

Mr. Leslie Boney and Mr. Charles Boney, Architects, presented elevation and interior plans for the two new dormitories. After some discussion Dr. Hartford moved these plans be accepted. Seconded by Mr. Tomlinson. Motion carried. Site plans for the dormitories were presented by the

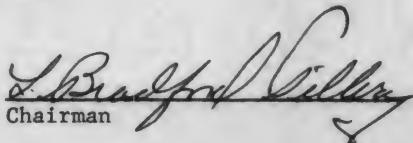
architects, and after discussion by the board, Mr. Schwartz moved the Building Committee be authorized to approve sites for these buildings and have permission to submit these plans to the Property Control Division. Motion seconded by Mr. Smith. Passed.

Lecture Committee:

Mr. Schwartz, Chairman, said posters for the new Lecture Series had been distributed to various points of interest, and that Friends of Wilmington College were doing an excellent job on ticket sales. The first of the lectures was well attended and enjoyed. The second lecture will be on November 21. Mr. Schwartz asked board members to assist in the sale of tickets.

The next meeting of the Board of Trustees will be held Wednesday, November 22, 1967, at 7:30 p.m.

The meeting was adjourned at 10:30 p.m.

  
L. Bradford Willey  
Chairman

  
Mrs. Cyrus D. Hogue Jr.  
Secretary

Minutes

The regular meeting of the Board of Trustees of Wilmington College was held Tuesday, December 5, 1967, in the board room in the Wilmington College Library Building.

Nine Members Present: Mr. Frederick Coville; Mr. Frederick B. Graham; Mrs. Cyrus D. Hogue, Jr.; Mr. Alan A. Marshall; Mr. B. D. Schwartz; Mr. James M. Smith; Mr. L. Bradford Tillery; Mr. Eugene B. Tomlinson; and Mr. Raiford G. Trask. Present for the College were Dr. William M. Randall; Dr. J. Paul Reynolds; Mr. Thomas P. Brown; and Mr. James A. Price, Jr. Representing the Star-News Newspapers was Mrs. Carolyn Zimmerman.

Mr. Tillery, Chairman, called the meeting to order at 7:30 p.m.

Mr. Smith moved that the board dispense with the reading of the minutes of October 31, and that they be approved. Seconded by Mr. Tomlinson. Passed.

Mr. Tillery called for a report from the Building Committee. Mr. Marshall, Chairman, asked Mr. Ballard, architect, to present the plans for the cafeteria building. After discussion of these plans Mr. Marshall moved they be accepted and permission be given to Mr. Ballard to forward the designs to the State Property Division for approval. Mr. Tomlinson seconded the motion. Motion carried.

Mr. Charles Boney presented plans for the two dormitories. After viewing these plans Mr. Graham made a motion that they be approved, subject to any alterations that may be made by the Building Committee. Mr. Marshall seconded the motion. Motion carried. Mr. Boney asked that the trustees write to the State Property Division regarding the use of a slate roof and Flemish Bond bricks in these buildings, plus air conditioning.

Report of the President:

Dr. Randall told the board that application had been made to the Federal Government for a grant for the Educational Building. In regard to making a loan for the two dormitories and the cafeteria, Dr. Randall read the following from a brochure received from the American Council on Education:

"A new program to provide an interest subsidy on private loans for college housing was reported to the Senate by its Bank and Currency Committee on November 28. The subsidy plan would be in addition to the present program of direct college housing loans, which would continue unchanged with a three per cent interest rate. Designed to make more money available for college housing, the new program provides annual grants to cover the difference between the interest a college must pay on loans obtained from the private market and three per cent. Annual grants to an institution could be paid for periods up to 40 years."

Dr. Randall explained that if it was necessary to make a private loan, he felt this new bill would subsidize the interest rate. Mr. Price, Business Manager, stated he was in contact with Mr. Evins, with HUD in Atlanta, and that he advised he will send applications for applying for a loan as soon as possible. The \$75,000 needed for parking lots and road will have to be borrowed from private sources and Mr. Price, with members of the Finance Committee, hope to have information to present at the next meeting.

Dr. Randall and Dr. Reynolds met with the Screening Committee of the Southern Association in Atlanta, Georgia, November 2. The annual meeting of the Association was held in Dallas, Texas, November 26-30. Dr. Randall and Dr. Reynolds also attended this meeting. Dr. Randall read the following letter recently received from the Southern Association.

"Dear President Randall:

"It is a pleasure to welcome Wilmington College into membership in the Southern Association of Colleges and Schools. You and your college staff may be proud of this achievement. I hope that we shall be able to serve you further as your college continues to progress and that you will benefit greatly from participation in the Association activities.

"According to the policy enacted by the College Delegate Assembly at the 1966 meeting of the Association, Wilmington College will be expected to complete the Commission's program for reaffirmation of accreditation by the annual meeting in 1971. A member of the Commission's staff will visit your institution in the fall of 1969 to discuss with you the relation of a self-study at that time to the one you completed in applying for membership in the Association.

"Best wishes for a happy and successful year.

Sincerely yours,

Charles B. Vail  
Acting Executive Secretary  
Commission on Colleges"

Dr. Reynolds explained what it means to the College to be accredited stating that students may transfer to any other institution, that it informs the public of the kind of institution Wilmington College is, and aids in the post-graduate placement of students in employment. Mr. Graham made a motion that a resolution be passed and placed in the minutes commending Dr. Randall, Dr. Reynolds, and Dr. B. Frank Hall, and faculty members for the thorough study completed by them and necessary to receive accreditation. Seconded by Mr. Smith. Motion carried.

R E S O L U T I O N

"WHEREAS, The trustees of Wilmington College desire to express their grateful appreciation to Dr. William M. Randall, Dr. J. Paul Reynolds, Dr. B. Frank Hall, and members of the faculty for the thorough study completed by them and necessary to receive accreditation;

"RESOLVED, That we recognize the excellent, energetic and intelligent service that has been rendered Wilmington College during this period, and feel that the high position the College has attained has been in large measure due to their earnest efforts;

"RESOLVED FURTHER, That a copy of this resolution be spread upon the minutes of the board of trustees."

Mr. Tillery expressed great appreciation to the news media for the splendid coverage given the College, to the student body and especially to Mr. David Warner for the "best organized spontaneous welcome for Dr. Randall from Texas that he had ever attended."

Dr. Randall presented plans for 1969 Capital Improvements. He stated desires for the Business Building had been presented by Dr. E. M. West, Head of the Business Department. Mr. Brooks is working on plans for a natatorium. Plans are being made for the Marine Biology and Environmental Laboratory by Mr. Frank Allen. A fence around the Athletic Field and a President's house will be included. Plans for the two dormitories and cafeteria are under way, and a motion was made by Mr. Graham and seconded by Mr. Trask that funds be requested for renovating the old library space into administrative offices. Motion carried.

Dr. Randall asked Dr. Reynolds to present plans for two extension courses to be held on the campus: A work study unit in Social Work conducted by graduate faculty of the School of Social Welfare at the University of North Carolina at Chapel Hill, and an Institute on Constitutional Democracy and Totalitarianism sponsored by Appalachian State University. These programs are to be held on a year-to-year basis. Mr. Schwartz made a motion that Dr. Reynolds proceed with plans for these two extension courses. Seconded by Mrs. Hogue. Passed.

Dr. Randall presented a plan from Dr. Robert M. Fink of the North Carolina State Board of Health regarding a proposed Developmental Evaluation Clinic to be associated with the College. After some discussion Dr. Randall was asked to call Dr. Fink and make an appointment for him to meet with the Executive Committee for further discussion.

Committee Reports:

Executive Committee: Mr. Frederick Graham, Chairman, said the committee had met many times and had been working hard to try and find the right person to succeed Dr. Randall when he retires. He hopes the committee will have an announcement to make by December 20. A meeting of the board will be called when a decision has been reached.

Student Activities Committee: Mr. Frederick Coville, Chairman, reported. Mr. Coville said he was still receiving complaints regarding the treatment by students of the newly renovated Student Services Building. Mr. Thomas P. Brown, Assistant Dean of Students, hoped for more cooperation from the students as the College newspaper has recently been writing about this situation. Mr. Coville suggested that something be done immediately about putting a fence around the Athletic Field. He plans to call a meeting of his committee early in January to discuss this possibility. He also presented the idea of a football team for Wilmington College and after some discussion it was the consensus of the board that it was not too early to give serious thought to organizing such a team.

Mr. Price advised the board that the contract with Mr. Frank Byrne, Cafeteria Manager, would expire December 31, 1967. He was asked by Mr. Tillery to contact Mr. Byrne and have his contract renewed for as long a time as necessary, pending the completion of the new cafeteria.

Grounds Beautification Committee: Mr. Raiford Trask, Chairman, said he had a new grass he would like for Mr. Noe to experiment with and asked Mr. Price to have him get in touch with him. Mr. Graham reported that a decision had been reached to put the Physical Plant Facilities Building adjacent to the one we now occupy, and plans are being made to have it properly landscaped and screened.

Public Relations Committee: Mrs. Hogue, Chairman, reported. She distributed the results of a study of news release coverage prepared by the College Relations Office. This study covered the results of the month of November. Mr. Marshall was most complimentary to the news media and Mr. Warner for their splendid efforts.

Lecture Committee: Mr. Schwartz, Chairman, reported. He moved that the Edward P. Morgan lecture to be held February 27, 1967, be transferred to the Roland-Grise auditorium, if it is available, due to the acoustics in Hanover Hall. This motion was seconded by Mr. Smith. Passed. He expressed great appreciation to Friends of Wilmington College for the sale of tickets and to the Office of College Relations for publicizing the Lecture Series.

The next regular meeting will be held January 23, 1968.

The meeting was adjourned at 9:20 p.m.

J. Bradford Gillay  
Chairman

Mrs. Cyrus Hogue Jr.  
Secretary

ROLL FOR BOARD OF TRUSTEES  
1966-1967

	10/25	1/18	3/7	4/26	5/30	6/7	6/11	6/27	7/25	8/22	10/31	12/5
<u>CORBETT, WILLIAM HORACE</u>								X				
<u>COVILLE, FREDERICK</u>	X	X	X	X	X	X	X	X	X	X	X	X
<u>GRAHAM, FREDERICK B.</u>		X	X	X	X	X	X		X	X	X	X
<u>HARTFORD, DR. CHARLES E.</u>	X		X	X				X	X	X	X	
<u>HEWLETT, ADDISON, JR.</u>		X	X	X	X	X	X	X	X	X	X	
<u>HOGUE, MRS. CYRUS D., JR.</u>	X	X			X	X	X	X			X	X
<u>MARSHALL, ALAN A.</u>	X	X	X		X	X	X					X
<u>SCHWARTZ, B. D.</u>		X	X	X	X	X	X	X		X	X	X
<u>SMITH, JAMES M.</u>	X	X	X		X	X			X	X	X	X
<u>TILLERY, L. BRADFORD</u>	X	X	X	X	X	X	X	X	X	X	X	X
<u>TOMLINSON, EUGENE B., JR.</u>	X		X	X				X	X		X	X
<u>TRASK, RAIFFORD G.</u>	X	X	X		X			X		X	X	X

Minutes

A special meeting of the Board of Trustees of Wilmington College was held Friday, December 15, 1967, in the conference room of the Wachovia Bank and Trust Company.

Eleven Members Present: Mr. Frederick Coville; Mr. Frederick Graham; Dr. C. E. Hartford; Mr. Addison Hewlett, Jr.; Mrs. Cyrus D. Hogue, Jr.; Mr. Alan A. Marshall; Mr. B. D. Schwartz; Mr. James M. Smith; Mr. L. Bradford Tillery; Mr. Eugene B. Tomlinson, Jr.; and Mr. Raiford G. Trask. Dr. William M. Randall represented the College.

Mr. Tillery, Chairman, called the meeting to order at 4:00 p.m.

Dr. Randall read the following letter from Dr. Harold G. Hulon, Chairman, Department of Education and Psychology:

Dear Dr. Randall:

I believe that it is necessary to apprise the Board of Trustees of our intention to make a self-study for the purpose of 'Approval of (the) Institution and Programs for Teacher Education.'

Please bring this to their attention at the first opportunity so that we may have their sanction and so that approval will become a part of the minutes of the board. Thank you.

Sincerely,

Harold G. Hulon  
Chairman, Department of  
Education and Psychology

Mr. Hewlett moved the self-study by the Department of Education and Psychology be approved. Mrs. Hogue seconded the motion. Motion carried.

REPORT OF EXECUTIVE COMMITTEE TO THE BOARD OF TRUSTEES AND RECOMMENDATION  
FOR NEW PRESIDENT

Mr. Graham, Chairman, read the following report:

During the early part of 1967 the Board of Trustees of Wilmington College requested its Executive Committee to seek a new President for the college and make a report and recommendation to the Board.

Your Executive Committee has worked diligently on this important assignment holding many formal and informal discussion. Prospective candidates throughout the nation and especially in North Carolina have been carefully scanned and considered. The faculty

of the college, members of the Board of Trustees, officials of the Higher Board of Education and presidents of the leading colleges in our state were all solicited for their suggestions and advice. The response has been most gratifying evidencing great interest in and esteem for Wilmington College throughout the state.

Your committee held its final meeting on December 8 with all members present consisting of F. B. Graham, Chairman; Addison Hewlett, Jr.; Alan A. Marshall; B. D. Schwartz; and L. Bradford Tillery. Your Committee at this time concluded after a careful study of all the information available on the many prospective candidates that Dr. William H. Wagoner, Superintendent of Schools of New Hanover County, is the man best qualified to become President of Wilmington College at this time. Your committee wholeheartedly and unanimously recommends him to the Board of Trustees of Wilmington College to fill this important position.

In the opinion of your committee, Dr. Wagoner is richly endowed with the attributes required of a great college president. His scholarly and academic background is deep, broad and varied; he has proven himself a capable forceful leader and administrator; he is a stimulative, thoughtful and effective public speaker; he is well versed in the art of public and political relations; he has demonstrated well his ability to get along with people; he is practical and yet imaginative in his thinking; he is young and aggressive in a quiet strong manner; he is deeply respected in the higher educational circle in the state and by everyone who knows him; above all he is a gentleman of the highest character and integrity endowed with the courage of his convictions.

Respectfully submitted,

F. B. Graham, Chairman  
Executive Committee

Mr. Graham moved that the report of the Executive Committee be approved and accepted and that Dr. William H. Wagoner be elected President of Wilmington College upon the retirement of Dr. Randall and that he assume the responsibilities of the office commencing July 1, 1968, and that his remuneration be worked out with him by the Executive Committee. This motion was seconded by Mr. Addison Hewlett. Motion carried.

Dr. Hartford thanked the Executive Committee in making the recommendation for the new President. Mr. Graham expressed thanks to the faculty, and to the Board of Trustees for their assistance, stating that in his opinion he had never worked with a more objective, judicious and conscientious group on any project.

The meeting was adjourned at 5:15 p.m.

L. Bradford Tillery  
Chairman

Mrs. Cyrus D. Hogue, Jr.  
Secretary

MINUTES  
BOARD OF TRUSTEES  
WILMINGTON COLLEGE

1968

Minutes

The regular meeting of the Board of Trustees of Wilmington College was held on Tuesday, January 23, 1968, in the Board Room in the Wilmington College Library Building.

Seven Members Present: Mr. Frederick Coville; Mr. Frederick Graham; Dr. C. E. Hartford; Mr. Addison Hewlett, Jr.; Mrs. Cyrus D. Hogue, Jr.; Mr. James M. Smith; and Mr. L. Bradford Tillery. Representing the College were Dr. William M. Randall; Dr. J. Paul Reynolds; Mr. J. Marshall Crews; and Mr. David E. Warner, Jr. Also present was Dr. William H. Wagoner. Mrs. Carolyn Zimmerman represented the Star-News Newspapers, Inc.

Mr. Tillery, Chairman, called the meeting to order at 7:30 p.m.

Mr. Smith moved the Board dispense with the reading of the minutes of December fifth and fifteenth and that they be approved. Motion seconded by Dr. Hartford. Passed.

Mr. Tillery, Chairman, extended a cordial welcome to our recently elected President, Dr. William H. Wagoner.

Report of the President:

A chart showing the enrollment growth (Fall Quarter Enrollments) from 1960-67, was presented by Dr. Randall. This report showed the enrollment of Wilmington College had doubled within a seven year period.

Dr. Randall reported a gift of \$400.00 had been received from the American Contract Bridge League. This group meets each Monday night in the Student Services Building and has been making a donation to the College for many years. He also said a gift in the amount of \$500,000 had been received from the Kenan Foundation for the construction of an auditorium. The Kenan gift has been placed in banks to draw interest until actual construction begins. Mr. Graham moved a resolution of appreciation for the Kenan gift be spread upon the minutes of the Board and a copy be sent to the Kenan Foundation. This motion was seconded by Mr. Coville. Passed.

R E S O L U T I O N

WHEREAS, The Board of Trustees of Wilmington College desire to express their deep appreciation for the recent gift of the Sarah Graham Kenan Foundation for the building of an auditorium, be it

RESOLVED, That the Board of Trustees of this College hereby gives formal expression of their appreciation and hereby note it in the minutes of the Board.

RESOLVED FURTHER, That a copy of this resolution be tendered to the Sarah Graham Kenan Foundation as a humble expression of gratitude for the gift and their continued interest in Wilmington College.

Dr. Randall said he had spoken to the members of the Bridge Club and thanked them personally for their gift and continued interest in the College.

In referring to Capital Improvements Dr. Randall stated the Library and Science Buildings were coming along just fine and if work continued on schedule they would be completed by the fall quarter. Furnishings for both buildings are now out for bids.

Dr. Randall asked Dr. Reynolds to report on the progress of the Transportation Major. Dr. Reynolds stated that Mr. Joseph Dunn had been employed to teach this course. Mr. Dunn is an economics professor and quite experienced in military transportation. Mr. Dunn plans to attend the National Transportation Institute being held by The Transportation Association of America in New York City, January 31, 1968. The program will deal with "Building Tomorrow's Transportation System." Mr. Dunn hopes to be able to attend a summer session at Stanford University this year if funds are available.

An explanation of the "A," "B," and "C," Budgets was made to the trustees. Dr. Randall stated that the preparation of the "A" Budget was already in progress and plans are being made to have it submitted to the Budget Division by February first. After the "A" Budget has been submitted a precis of the "B" Budget will be prepared so that the finance committee may look over this budget and discuss it with the executive committee. Dr. Randall said a representative from the Property Division would visit our campus at an early date to make a complete study of our needs for janitorial and maintenance personnel and report back to the Budget Division. Under the "C" Budget, items approved by the Board for 1969-71 have been sent to the Property Division for estimate of costs. As soon as these estimates are returned, we will send the Capital Improvements Budget in. Sometime in late summer or early autumn the Advisory Budget Commission will pay us a visit.

Dr. Randall presented the Biology Department's request for a new location of their "Natural Habitat." After some discussion Mr. Tillery said he would refer the request to the Buildings and Grounds Committee.

Dr. William D. Gray was the lecturer for the College Lecture Series on January fifteenth. Dr. Gray, a well-informed botanist, spoke on "Proteins and Population." Dr. Randall said about three hundred people attended this lecture and he felt the Lecture Series was going along nicely.

#### Committee Reports:

Executive Committee: Mr. Frederick Graham, Chairman, read the following minutes of a meeting held January eighteenth:

The Executive Committee met on Thursday, January 18, at 3:00 p.m. in the conference room of Wachovia Bank and Trust Company with Dr. Robert M. Fink, Ph. D., Mental Retardation Consultant for the North Carolina State Board of Health, and also Dr. Robert Neely of the North Carolina State Board of Health. The following committee members were present:

F. B. Graham - Chairman  
B. D. Schwartz  
L. Bradford Tillery

Dr. Randall, President of the college, was also present.

Doctors Fink and Neely discussed fully with the committee the possibility of the establishment of a child development center at Wilmington College for retarded children. While all members of the committee were impressed with the presentation made by Doctors Fink and Neely, it was the consensus of the committee that before a final decision was reached further discussions should be held when all committee members were present.

The committee also discussed with Dr. Randall the establishment of a sick leave policy for the faculty and staff at Wilmington College. Dr. Randall said that he would make a study of this with his staff and would make recommendations to the committee at a later date regarding a definite sick leave program.

No other business appearing, the committee adjourned at 4:15.

Respectfully submitted,

F. B. Graham  
Chairman

After some discussion, Dr. Randall was asked to prepare a written report on a sick leave policy for the faculty of Wilmington College. Mr. Graham moved that these minutes be accepted by the Board. Dr. Hartford seconded the motion. Motion passed.

Finance Committee: Dr. Hartford, Chairman, reported, pointing out that the purpose of the Finance Committee meeting was to give Dr. Randall and Mr. Price an opportunity to bring to the committee problems in the construction of new buildings. Dr. Hartford presented the following for discussion:

1. HIGHER EDUCATION FACILITIES GRANTS (TITLE IV OF 1965 ACT)

Education Building - \$166,600. Our application went in well before the November thirtieth deadline. No funds have yet been made available. Latest information from State Commission on Higher Education Facilities (January 15, 1968) states that State allotments have been cut approximately one-third. This means that the lowest ranking one-third of applications approved by the State Commission and forwarded after the July thirty-first deadline will be returned and placed in competition with applications received before the November thirtieth deadline. No meeting of the Commission to approve application has been held since November 30, 1967.

It is understood that the State has appropriated an emergency fund to supplement appropriations in the event a project fails to receive a Federal Grant. If we do not receive the grant for the Education Building, we should apply to the Advisory Budget Commission for the necessary funds immediately.

The committee recommends that if the project fails to obtain a

grant, the President be given authority to apply immediately to the Advisory Budget Commission for the necessary funds.

Dr. Hartford moved that the President be given authority to apply to the Advisory Budget Commission, if necessary, for these necessary funds. Seconded by Mr. Smith. Motion carried.

2. HOUSING FACILITIES LOANS

Dormitories - \$680,000; Cafeteria - \$375,000. Bills appropriating funds for loans were still in committee in both House and Senate when the Congress adjourned. It appears that funds for this purpose will be drastically cut, and funds appropriated will be earmarked for private colleges on the theory that public colleges find it easier to borrow from commercial sources. At the same time, it appears likely that the Federal Government will subsidize interest on commercial loans, paying any excess over three per cent.

North Carolina State law forbids public institutions from paying more than five per cent on any loan. It will probably be a legal question to be determined by the State Attorney General whether or not we can pay more than five per cent if the excess over three per cent is subsidized by the Federal Government.

In case Federal loans for the full amounts are available (which is doubtful), we shall be obliged to do some interim financing since no funds from such loans become available until the building is eighty per cent completed.

With the permission of the Chairman, item 5 (Revenue Bonds) was brought forward in the minutes and the following action taken:

5. REVENUE BONDS

It appears that revenue bonds will be necessary. A bond attorney will be necessary, and this expense, plus interest on any loan during the construction period and before income from the facility becomes available, must be provided. It is not too soon to be considering an attorney to be selected. This attorney must be approved by the State Attorney General.

The committee recommends that the Business Manager and the President investigate and recommend bond attorneys to the Board.

Dr. Hartford moved this recommendation be accepted. Seconded by Mr. Hewlett. Motion carried.

3. NONFEDERAL LOANS

Parking Areas - \$75,000. It is expected that the increase in the Student Activity fees will liquidate this loan. We are, however, limited to a five per cent interest rate by State law.

Under Item 3, Dr. Randall presented the following for immediate consideration:

Widen parking lot at south end of Hoggard Hall by 60' to the east. Capacity 50 additional cars.

Approximate cost,	\$ 4,133	\$ 4,133
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Pave 308' X 522' parking lot along Riegel Road just west of tennis courts. This area is cleared and is known as the "South 40." Will serve for student parking, parking for Hanover Hall events and for natatorium parking. Capacity 500 cars.

Approximate cost, storm drainage	4,000	
lighting	5,000	
grading, paving	<u>30,000</u>	
	39,000	39,000

Construct parking lot #3 in wooded area behind Hoggard Hall as shown on architects' site improvement plan. Capacity 200 cars.

Approximate cost, clearing		
storm drainage,		
grading and		
paving	22,397	
lighting	5,000	
street "D"	3,125	
sidewalks	<u>1,500</u>	
	32,022	32,022

Pave 18' strip on north side of service road behind Administration Building from Street "B." This will provide adequate parking for staff of building and visitors. Capacity 25 cars.

Approximate cost,	2,200	<u>2,200</u>
Total		\$77,355

If the above are completed we should then have paved parking areas to accommodate approximately 1300 cars.

Dr. Hartford moved that the finance committee be authorized subject to approval by the executive committee, to borrow the necessary funds to complete the paving for necessary parking areas. This motion was seconded by Mr. Hewlett. Motion carried.

#### 4. APPROPRIATIONS ACT OF 1967

This Act provides that all facilities for which appropriations were made by the 1967 General Assembly must be under actual construction before December 31, 1968, or funds will revert to the State. Application may be made to the Advisory Budget Commission for an extension of this deadline, but we have no

information concerning conditions under which such extension may be granted.

After discussion, a motion was made by Mr. Graham to invite the two architects to the February meeting of the Board and request that they bring a written report and time schedule to be approved by the Board. Motion was seconded by Mr. Hewlett. Motion carried.

Building Committee: Mr. Tillery reported for Mr. Marshall, Chairman. He stated Mr. Marshall considered the parking areas the most pressing need at this time and that the Library and Science Buildings were coming along fine.

Public Relations: Mrs. Hogue, Chairman, reported on the College Night program held by the College Relations Department, complimenting Mr. David Warner, Director, on such a successful program. Fifty-two colleges, with thirty counselors, and approximately five hundred parents and students attended. Dr. Randall said he thought this type of program was one of the finest that the College participates in.

Endowment Committee: Mr. Tillery, Chairman, said this committee met and again appointed the Wachovia Bank and Trust Company as fiscal agent. He feels assured the funds of Wilmington College are well invested.

Lecture Committee: Dr. Randall reported for Mr. Schwartz, stating that the next lecture would be given by Mr. Edward P. Morgan on February 27, and would be held in Roland-Grise Junior High School auditorium due to the acoustics in Hanover Hall. Mr. Tillery asked that special notice be given by the Lecture Committee of the change in place.

Expressions of sympathy were extended to Mr. Addison Hewlett, Jr., in the loss of his brother.

The next regular meeting of the Board will be held February 26, 1968.

The meeting was adjourned at 9:00 p.m.

L. Bradford Tillery  
Chairman

Mrs. Cyrus D. Hogue, Jr.  
Secretary

## Minutes

The regular meeting of the Board of Trustees of Wilmington College was held Monday, February 26, 1968, in the Wilmington College Library Building.

Nine Members Present: Mr. Frederick Coville; Mr. Frederick Graham; Dr. C E Hartford; Mr. Addison Hewlett, Jr.; Mrs. Cyrus D. Hogue, Jr.; Mr. Alan Marshall; Mr. B. D Schwartz; Mr. E. B. Tomlinson, Jr.; and Mr. Raiford Trask. Present for the College were Dr. William M. Randall; Dr. J. Paul Reynolds; Mr. J. Marshall Crews; Mr. Thomas P. Brown; Mr. James A. Price, Jr.; and Mr. David E. Warner, Jr. Also present was Dr. William H Wagoner. Representing the Star-News Newspapers, Inc. was Mrs. Carolyn Zimmerman. Members of the architectural firms of Ballard, McKim and Sawyer, and Leslie N. Boney were present. The engineering firm of Henry von Oesen and Associates was represented.

Mr. Graham, Vice Chairman, called the meeting to order at 7:30 p.m.

Mr. Schwartz moved that the board dispense with the reading of the minutes of January 23, 1968, and that they be approved. Seconded by Mr. Tomlinson. Motion carried.

The first order of business was a report from Mr. Jefferies and Mr. Ballard on the plans and progress of the education-psychology building and the cafeteria. Mr. Ballard assured members of the board that plans are on schedule and projected a date of April first for submission of designs to the State Property Control Division. Mr. Leslie Boney and Mr. Charles Boney reviewed floor plans and site plans for the two dormitories, and said that working drawings would be submitted to the board for approval by May first. Mr. Leslie Boney presented a site plan for the Kenan Auditorium and after some discussion as to the location of this building, Mr. Hewlett made a motion that the placing of this building on the campus be left to the building committee with recommendations from the architects. Motion was seconded by Mr. Coville and passed. Mr. Henry von Oesen, Engineer, presented an overall map of the campus and stated that a traffic flow map for the college is very necessary in the current planning stage. Plans for the underground electrical distribution system were discussed by the engineers and by consensus of the board were left for the approval of the building committee with recommendations from the architects.

### Report of the President:

For information only Dr. Randall stated Mr. Noe, Superintendent of Buildings and Grounds, had reported a break-in at the maintenance building. Several items were stolen, but it is believed the main purpose was to remove traffic violation evidence. The Sheriff's Department has been contacted by Mr. Noe, and the incident is being pursued.

Dr. Randall asked Dr. Reynolds to report on the status of admissions requirements for Wilmington College. Dr. Reynolds listed the following requirements for admission, which have been approved by the faculty:

- (1) Graduation from an accredited high school
- (2) A satisfactory score on the Scholastic Aptitude Test of the College Entrance Examination Board
- (3) A "C" average on all work attempted in senior high school

Speaking for the admissions committee, Dean J. Marshall Crews said that the revised standards will be flexible to the extent that students who fail to meet the minimum requirements but who can show other evidence of ability to perform satisfactorily in college will be considered on an individual basis for admission. He warned board members that they may expect to receive many calls in regards to entering college, but to please refer any inquiries made by students to the admissions committee. After some discussion a motion was made by Mr. Schwartz that these requirements be approved. Seconded by Mr. Coville. Motion carried.

Grants-in-aid to faculty members for summer of 1968, were also presented by Dr. Reynolds. He made the following recommendations:

Loyd Hudson - Indiana University	\$ 430.00
Kenneth Stites - Laval University	350.00
David Miller - Florida State University	475.00
Joe Dunn - Stanford University	1,254.00
Lewis Nance - University of the Pacific	739.00
Dale Harrison - N. C. State University	137.00
Carl Dempsey - East Carolina University	135.00
Terry Rogers - Florida State University	600.00
Hugh Roberts - Duke University	525.00
	<hr/>
	\$4,645.00

Mr. Hewlett moved that these grants for summer 1968, be approved. Seconded by Mrs. Hogue. Passed.

The following recommendations were made for faculty Academic-year Grant 1968-69:

Loyd Hudson - Indiana University	1,000.00
David Miller - Florida State University	1,000.00
	<hr/>
	\$2,000.00 \$6,645.00

Mr. Hewlett moved the grants for 1968-69 be approved. Seconded by Dr. Hartford. Motion carried.

Dr. Randall reported on the status of the budgets stating that the "A" budget is ready for review by the State Budget Commission and that he would have a precis of the "B" budget ready by the next board meeting. Capital Improvement Requests for 1969-71 have been estimated for cost by the Property Control and Construction Division. Dr. Randall advised that all action was deferred on the Marine Biology Laboratory and Facilities as the State anticipates an overall program in Marine Biology in the near future. Dr. Reynolds stated that Dr. Ralph Brauer, of the Marine Biological Laboratory, has offered the use of the Bio-Medical Laboratories' "wet-lab" to Wilmington College biology students with the stipulation that we provide a small amount of equipment necessary for their use. Negotiations are being made with Dr. Brauer to take advantage of this offer. Dr. Randall also mentioned that a Wilmington College student will be employed on a research basis

by the Southern Regional Educational Board in the area of the Seafood Industries.

Dr. Randall recently received a letter from Miss Anne Barksdale, former instructor at the College, with an enclosure of \$200.00 to be used in the Library. Miss Barksdale has been properly thanked for her generous donation.

A recent letter from Mr. Charles Wheeler, Director of the State Commission on Higher Education Facilities was read by Dr. Randall. The Honorable Sneed High, Chairman of the State Commission, has called a meeting for 2:00 p.m., Friday, March eight, in the Commission offices. The Chairman hopes that final action regarding the eligibility and relative priorities of applications submitted as of November 30 may be taken. Mr. Price, Business Manager, plans to attend this meeting.

Dr. Randall also read a letter from Mr. Ralph Moody, Deputy Attorney General, stating the Governor and the Attorney General have approved the employment of the Firm of Mitchell, Petty and Shetterly, 30 Broad Street, New York City, for the necessary legal services in connection with the issuance of bonds by Wilmington College. Further negotiations in reference to the bond will be made by Dr. Randall, Mr. Price, and the finance committee.

The Wilmington College Lecture Series will present Mr. Edward P. Morgan at 8:00 p.m., Tuesday, February 27, 1968, in the Roland-Grise Junior High School auditorium. Mr. Morgan will speak on "Individual Liberty in Today's World."

Dr. Randall proposed that Dr. William H. Wagoner be our commencement speaker. Mr. Schwartz moved this proposal be accepted. Mr. Trask seconded the motion. Motion passed unanimously.

Pi Sigma Mu, a Colony of Pi Kappa Phi Fraternity became a part of the National Organization on February 23. Chi Sigma Phi became Gamma Kappa Colony of Phi Mu Fraternity February 25. Congratulations were extended to these two organizations.

Dr. Randall read a letter from Mr. W. J. Hahn, Manager of the Wrightsville Beach Saline Water Plant, commending the three young men employed by them last November. He stated that their performance and personal traits while on station were exemplary and it was a pleasure to work with youths of this calibre.

A memorandum from Dr. Howard Boozer, State Board of Higher Education, was received by Dr. Randall, stating that a national study concerning college trustees is under way. He advised the board members that they should receive these questionnaires at an early date and asked that they give their full cooperation in answering them.

Dr. Randall informed the board that a statement by Governor Moore revealed that court action had been taken repealing the Speaker Ban Law.

#### Committee Reports:

Finance Committee: Dr. Hartford, Chairman, presented the January budget for perusal.

Student Activity Committee:

Mr. Coville, Chairman, reported. He stated that Mr. Boorks, Director of Physical Education, is badly in need of a station wagon. Mr. Price, Business Manager, after consulting with Dr. Randall, advised Mr. Brooks that funds were available in the form of accumulated interest in the amount of \$2,800 from Kenan Funds before the Fund became a part of the Endowment Funds. Mr. Coville suggested the college purchase from these funds a wagon for the Physical Education Department. Mr. Hewlett moved this wagon be purchased. Seconded by Dr. Hartford. Motion carried.

Public Relations Committee:

Mrs. Hogue, Chairman, reported, stating that a newsprint tally for December had been distributed to each member showing the excellent coverage received for this period. A local radio station has donated one-half hours a week, evening time, for a college program to be developed by the College Relations Department. Also, that Wilmington College will be given mention in the May, 1968, Mademoiselle Magazine in an article surveying fifty-one small colleges. Placement interviews for the students are progressing normally.

Lecture Committee:

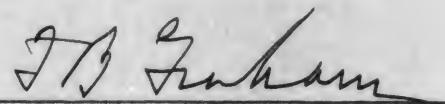
Mr. Schwartz, Chairman, urged all board members to continue their support of the Lecture Series, and announced that Mr. Addison Hewlett, Jr. would introduce Mr. Edward P. Morgan Tuesday evening.

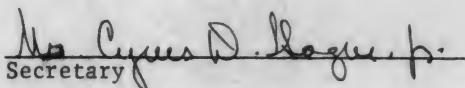
New Business:

Mr. Hewlett made a motion that the board of trustees make a request to the Board of Higher Education for Wilmington College to offer a four-year nursing program. This motion was seconded by Mr. Tomlinson. Motion carried.

The meeting was adjourned at nine-thirty p.m.

The next regular meeting of the board will be held March 26, 1968.

  
\_\_\_\_\_  
Vice Chairman

  
\_\_\_\_\_  
Secretary

Minutes

The regular meeting of the Board of Trustees of Wilmington College was held Tuesday, March 26, 1968, in the Board room in the Wilmington College Library Building

Eight Members Present: Mr. Frederick Coville; Mr. Frederick B Graham; Dr. C. E Hartford; Mrs. Cyrus D. Hogue, Jr.; Mr. Alan A. Marshall; Mr. B. D Schwartz; Mr. James M. Smith; and Mr. L. Bradford Tillery. Present for the College were Dr. William M. Randall; Dr. J Paul Reynolds; Mr. J. Marshall Crews; and Mr. David E Warner, Jr. Dr. William H. Wagoner was also present. Mrs. Carolyn Zimmerman and Mr. Alfred Dickson represented the Star-News Newspapers, Inc.

Mr. Tillery, Chairman, called the meeting to order at 7:30 p.m

Mr. Schwartz moved that the board dispense with the reading of the minutes of February 26. Seconded by Mr. Smith. Motion carried.

Report of the President:

Dr. Randall read the following letter in regard to the financing of the education and psychology building project:

"Dear Dr. Randall:

Although you were present for the meeting, this letter will constitute official notification that the State Commission, on March 8, recommended your education and psychology building project for a grant of \$166,667.

We expect to forward your application to the Charlottesville Regional Office of the U. S Office of Education today. Please do not hesitate to contact us at any time that we can be of assistance to you in carrying this project forward.

Sincerely,

Charles L. Wheeler  
Director  
State Commission on Higher .  
Education Facilities"

Dr. Randall attended a meeting of the Board of Higher Education in Raleigh on March 22. This was a meeting of routine reports and interim reports of various studies.

Attention was called to the report of the Institutional Self-Study for Approval of the Institution and Programs for Teacher Education. Dr. Randall referred to a recent article entitled "College in Lower Half of Examination Scores," appearing in the Star-News Newspaper. He explained in detail how these scores were obtained, stating the matter had been clarified with the Education Testing Service.

Dr. Randall presented a precis of the "B" budget for 1969-71, stating this budget is what we would like to have in addition to our "A" budget requests. Members of the board were asked to consider the "B" budget for approval after the "A" budget has been finalized.

Spring quarter enrollment reached a total of 1077

Dr. Randall stated the auditors had been on the campus for two weeks and had generally approved the College's financial status. He also presented to the board the status of Mr. Price's job classification. Mr. Schwartz moved that Mr. Price's job be re-classified from Business Manager I, to Business Manager II. Mr. Coville seconded the motion. Motion carried.

Committee reports:

Executive Committee: Mr. Graham, Chairman, read the following minutes:

"The Executive Committee of Wilmington College met on Monday, March 25, 1968, in the conference room of Wachovia Bank and Trust Company at 3:00 p.m. with the following members present:

F. B. Graham, Chairman  
Addison Hewlett  
Alan A. Marshall  
B. D. Schwartz  
L. Bradford Tillery  
Dr. Paul Reynolds

Dean Reynolds made the following recommendations:

Recommended for Promotions

Dr. Calvin Doss to Associate Professor with tenure (Education & Psy.)  
Dr. Jackson Sparks to Associate Professor with tenure (French)  
Dr. Thomas Moseley to Associate Professor with tenure (History)  
Dr. Hildelisa Hernandez to Associate Professor with tenure (Physics)  
Dr. Vicente Hernandez to Associate Professor without tenure (Mathematics)  
Mrs. Elizabeth Pearsall to Assistant Professor without tenure (English)  
Mr. Glenn Long to Assistant Professor without tenure (Mathematics)  
Mrs. Judith Lewis to Assistant Professor without tenure (Phy. Education)  
Mrs. Virginia Braxton to Assistant Professor without tenure (Phy. Educ.)

Recommended for Tenure

Mr. Thomas McCall, Assistant Professor of English  
Dr. Antolin Gonzalez del Valle, Associate Professor of Spanish  
Mr. Rolla Nelson, Assistant Professor of Physics  
Mr. Claude Howell, Assistant Professor of Art  
Mr. Walter Biggs, Assistant Professor of Biology  
Mr. William Adcock, Assistant Professor of Music  
Mr. Carl Gay, Assistant Professor of History  
Mr. Walser Allen, Assistant Professor of History  
Dr. Frederick Hornack, Associate Professor of Chemistry

Recommended for renewal of a three-year contract as assistant professor

Mr. William Lowe  
Mr. Lewis Nance  
Mrs. Betty Stike

Dr. Reynolds discussed each of the recommendations in detail with the committee and the committee unanimously approved Dr. Reynold's recommendations.

The committee requested Dr. Reynolds to set up a definite policy of requiring that all recommendations by department heads be made in writing with brief reasons for the recommendation. The committee also requested Dr. Reynolds to have the concurrence of the President of the college in writing for each of those persons recommended for promotions, contracts or tenure, it being understood of course that the Dean of the Faculty would also make his recommendations in writing giving a brief resume of his reasons for the promotion, tenure or contract.

Upon the recommendation of Dr. Reynolds, the committee approved a leave of absence of one year to Loyd Hudson and David Miller.

Dr. Reynolds also reported to the committee that the following members of the faculty had resigned:

Thomas Scism  
Dr. John Wills  
Miss Sally Wood (now Mrs. William Creech)  
Miss Deanna Sink

No other business appearing, the meeting was adjourned at 4:45 p.m.

Respectfully submitted,

F. B. Graham, Chairman"

Mr. Graham moved these minutes be accepted. Mr. Marshall seconded the motion. Motion carried.

Finance Committee: Dr. Hartford, Chairman, reported, reading the following minutes:

"The Finance Committee of the Board of Trustees of Wilmington College met Thursday, March 21, 1968, at 4:00 p.m. in Doctor Randall's office.

Members Present: Dr. C. E. Hartford; Mr. B. D. Schwartz; and Mr. James M. Smith. Representing the College were Dr. William M. Randall; and Mr. James A. Price, Jr. Mr. John Clark of Winston-Salem, and Mr. Eugene B. Hardin, Jr. represented the Wachovia Bank and Trust Company.

Dr. Hartford, Chairman, called the meeting to order.

Dr. Hartford opened the meeting with a discussion relative to the financing of the two dormitories and the cafeteria. Dr. Randall explained the status of prospective loans for the new buildings and gave his and President-elect Dr. William Wagoner's views in regard to financing by HUD. It was the consensus of the committee that if the application for a loan from the Federal Government were approved this would be the proper means of financing. No other action was taken at this time other than the understanding that the Wachovia Bank and Trust Company would assist in the financing of the interim funds necessary for construction.

The meeting was adjourned at 5:00 p.m.

C. E. Hartford  
Chairman"

Dr. Hartford reviewed the financing of the educational building, the dormitories and the cafeteria, stating that applications were being filed with the Federal Government for loans to match State appropriations for dormitories and the cafeteria. Dr. Hartford also stated that the finance committee felt confident that the Wachovia Bank and Trust Company would arrange for any interim financing necessary. The budget report was available for perusal.

Building Committee: Mr. Marshall, Chairman, stated that all construction was on schedule. Plans for the education building have been given priority as the Higher Education Facilities Commission has recommended a Federal grant to Wilmington College to complete partial appropriations. He also reported that the first draft of an overall master plan of the campus has been prepared by Henry von Oesen and Associates.

Public Relations: Mrs. Hogue, Chairman, presented a tally of news coverage prepared by the College Relations Department. Mr. Warner, Director of College Relations, presented the brochure "Life Around Wilmington," which featured Wilmington College in the March 22 issue.

Lecture Committee: Mr. Schwartz, Chairman, stated that he thought the Lecture Series had presented a fine program and that the public had enjoyed it. Dr. Randall advised that Mr. Girvan Griffith from the U. S. State Department would speak to the students and to the public on April 22. Mr. Griffith will speak on Vietnam and the Far East.

New Business:

Mr. Tillery advised that names would submitted at the next board meeting for directors of the Wilmington College Foundation.

The meeting was adjourned at 8:30 p.m.

D Bradford Gillen  
Chairman

Mrs. Cyprus D. Hogue, Jr.  
Secretary

Minutes

The Regular meeting of the Board of Trustees of Wilmington College was held Tuesday, April 23, 1968, in the board room in the Wilmington College Library Building.

Nine Members Present: Mr. William H. Corbett; Mr. Frederick Coville; Mr. Frederick B. Graham; Dr. C. E. Hartford; Mr. Addison Hewlett, Jr.; Mrs. Cyrus D. Hogue, Jr.; Mr. B. D Schwartz; Mr. L. Bradford Tillery; Mr. Eugene B. Tomlinson, Jr. Present for the College were Dr. William M. Randall; Dr. J Paul Reynolds; and Mr. James A. Price, Jr. Representing the Star-News News Newspapers, Inc. was Mrs. Carolyn Zimmerman.

Mr. Tillery, Chairman, called the meeting to order at 7:35 p.m.

Mr. Schwartz moved the board dispense with the reading of the minutes of March 26, and that they be approved. Seconded by Mr. Tomlinson. Motion carried.

Report of the President:

Dr. Randall made a brief report on the participation of Wilmington College in the North Carolina Azalea Festival stating that facilities were used by the Teenage Group, the Queen's Court, and the musical program. Also Mr. Loyd Hudson directed the pageant, Mr. William Adcock the music, and Mr. David Warner assisted with the Queen's Court.

A visitation team made up of members from the North Carolina Department of Public Instruction, The North Carolina Board of Higher Education, and the North Carolina Association of Colleges and Universities is visiting the campus this week. The purpose of this visit is the accreditation of the Teacher Education Program. Dr. Randall feels the group is impressed with the progress of the Department of Education and Psychology.

Dr. Randall stated that the loan application for dormitories and a cafeteria had been properly prepared and forwarded to Atlanta for processing. He also said that a federal grant Under Title III had been received for the library. This will provide funds for the hiring of a cataloger and probably provide funds to continue the cost of the computer hookup.

Funds in the amount of \$1,000 were requested to aid Mr. Louis Adcock in his study for the doctorate. It was suggested that Mr. Adcock be allowed to use the money previously allocated to other faculty and which would not be used by some for different reasons. Mr. Price stated that there was some question as to the interest from the Kenan Fund being sufficient to cover previous allocations. After some discussion Mr. Hewlett moved that the finance committee be asked to investigate the status of the Kenan Fund interest, and if funds were available, they be empowered to act in granting this request. This motion was seconded by Mr. Graham. Motion carried.

Committee Reports:

Executive Committee: Mr. Graham, Chairman, reported.

"MINUTES OF THE EXECUTIVE COMMITTEE MEETING  
OF WILMINGTON COLLEGE  
APRIL 12, 1968

The Executive Committee of Wilmington College met on Friday, April 12, 1968, at 11:00 a.m., in the faculty lounge of the College, with the following members present:

F. B. Graham, Chairman  
Addison Hewlett  
Alan A. Marshall  
L. Bradford Tillery

Mr. B. D. Schwartz, the other member of the committee, was unavoidably out of town and could not attend. Also present and representing Wilmington College were President William Randall and President-elect William Wagoner.

This meeting was called for the specific purpose of meeting with a special committee of Trustees of the University of North Carolina, which had been designated to explore the possibilities of Wilmington College's becoming a unit of the Greater University of North Carolina.

The visiting committee consisted of the following:

Mr. J. Aaron Prevost, Chairman, Waynesville  
Mrs. Albert H. Lathrop, Asheville  
Mr. Ike F. Andrews, Siler City  
Mr. C. C. Cameron, Charlotte  
Mr. Lenox G. Cooper, Wilmington  
Mr. J. M. Council, Jr., Lake Waccamaw  
Mr. R. D. McMillan, Jr., Red Springs

Also present and representing the University were:

Dr. William Friday, President Chapel Hill  
Mr. Randolph Pate, Assistant to the President, Chapel Hill  
Dr. A. K. King, Vice President for University Extension, Chapel Hill  
Mr. Fred Weaver, Vice President for University Relations, Chapel Hill

Mr. Tillery, Chairman of the Board of Trustees, reviewed briefly the history of Wilmington College: its building program to date, and a brief summary of the financial condition of the College, including the assets in the Wilmington College Foundation and the Endowment Funds of the College. Dr. William Randall and Dr. William Wagoner also reviewed briefly the outlook for the future of the College. Dr. Randall and Dr. Wagoner expressed their deep satisfaction that the College was held in such high regard by the citizens of our community and of the entire area, and that the College enjoyed the wholehearted support of all of the people in this section of the State. It was pointed out that Wilmington and Southeastern North Carolina are on the threshold of the greatest economic expansion in their history by reason of the coming to the area of such major corporations as DuPont, Hercules, General Electric, Carolina Nitrogen, Corning Glass Works, and others. The observation

was made that the Greater University of North Carolina was looked upon by many people of the State as strictly a Piedmont institution, and it was suggested that the University and higher education throughout the State would be materially strengthened by establishing units of the University in Wilmington and in Asheville.

Dr. Friday spoke briefly about current problems of higher education today and emphasized the importance of maintaining and improving the standards and quality of higher learning, especially in the field of granting the doctorate degree. He pointed out that the costs and expenses involved in the graduate school were about four times that of the undergraduate school per student. For this and other reasons, he recommended that the utmost caution should be used in authorizing additional colleges and regional universities to grant the doctorate degree. He said that there were several ways higher educational facilities of the State could be expanded in the future; among these are the creation of additional units of the Greater University system and the creation of additional colleges and regional universities.

The visiting committee of the University had nothing specific to offer Wilmington College at this time. The visit, in the opinion of your committee, was for the purpose of getting better acquainted with and evaluating Wilmington College and for the purpose of exploring the possibilities of Wilmington College's becoming a unit of the Greater University at some time in the future.

Mr. Tillery, Chairman of our board, reminded Dr. Friday and the visiting committee that Wilmington College had made its first petition to become a unit of the Greater University in 1962, and had reaffirmed its desire to do so by a formal resolution adopted at the March, 1967, meeting of the Wilmington College board. Mr. Tillery, in an impressive manner, stated to the visitors that it was up to them to determine the appropriate timing of such an affiliation.

It is the view of your committee that the visiting committee was impressed with the vast potential of Wilmington College.

After the visitors left the Executive Committee met in a closed session and unanimously (including Mr. Schwartz in absentia) passed the following resolutions:

- (1) That Dr. William Madison Randall be elected President Emeritus of Wilmington College effective July 1, 1968, upon his retirement from active services, in recognition of the outstanding leadership he has given to Wilmington College for so many years
- (2) That the new Library now under construction be named The William Madison Randall Library in honor of our retiring President as a token of appreciation of all the people of this community for the great services rendered to Wilmington College and that appropriate dedicatory ceremonies be held upon the completion of this handsome new building.

No other business appearing the meeting was adjourned at 3:45 p.m.

F. B. Graham  
Chairman"

Mr. Graham moved these minutes and resolutions be accepted. Seconded by Mr. Hewlett. Passed unanimously.

Student Activities Committee: Mr. Coville, Chairman, reported on the Golden Seahawk Club stating that this organization consists of \$100 memberships and provides for athletic scholarships. He requested each one to support the athletics of the College so that the department could become self-supporting. Mr. Warner added that we would probably have summer baseball, as Mr. Brooks has been making plans to form a league with the University of North Carolina, East Carolina University, Pembroke, Campbell, and Wilmington College.

Finance Committee: Dr. Hartford presented the March budget report for perusal.

Building Committee: Dr. Randall reported that final plans and specifications for the Education Building had been sent to Raleigh and other agencies involved for processing. A tentative date for bids on this building will be June 4. Bids have been let for the Underground Electrical System and a request for an Ecological Study Area has been forwarded to the chairman of the building committee.

Public Relations: Mrs. Hogue reported that news releases were being sent by the College Relations Department, and Mr. Warner distributed a Tally of News Coverage compiled from the Star-News Newspapers, Inc.

Lecture Committee: Mr. Schwartz, Chairman, reported. He reminded board members of the dinner meeting to be held before the Langdale Lecture on April 29. This dinner will be held in the Student Services Building at 6:15 p.m. and followed immediately by the lecture. He urged each one to attend.

New Business: Mr. Graham, member of the nominating committee, presented the following names for new board members of the Wilmington College Foundation to serve for a period of three years.

Mr. Robert Kallman  
Mr. Harry Kramer (for re-appointment and  
to fill the unexpired term of Mr. Frederick  
Coville)  
Mr. Dan Cameron  
Mr. Rye Page, Jr.  
Mrs. Edith R. Merrill

Mr. Graham moved these nominees be accepted to serve on the Foundation Board. Seconded by Mr. Hewlett. Motion carried. Dr. Hartford and Mr. Tillery were asked to send letters to each of these nominees advising them of their appointment and requesting them to serve in this capacity.

Mr. Warner reminded the trustees that the formal unveiling ceremonies of the portrait of President Randall will be held Tuesday, April 30, at 9:30 a.m. in Kenan Court.

The meeting was adjourned at 8:15 p.m.

L. Bradford Gillen  
Chairman

Mrs. Cyrus D. Hogue, Jr.  
Secretary

Minutes

The regular meeting of the Board of Trustees of Wilmington College was held Tuesday, May 28, 1968, in the board room in the Wilmington College Library Building.

Eight Members Present: Mr. Frederick Coville; Mr. Frederick Graham; Mr. Addison Hewlett, Jr.; Mr. B. D. Schwartz; Mr. James M. Smith; Mr. L. Bradford Tillery; Mr. Eugene B. Tomlinson, Jr.; and Mr. Raiford G. Trask. Present for the college were Dr. William M. Randall; Dr. J. Paul Reynolds; Mr. J. Marshall Crews; Mr. James A. Price, Jr.; and Mr. David E. Warner, Jr. Mr. Gary Chadwick, President of the Student Body, was also present and Mrs. Carolyn Zimmerman represented the Star-News Newspapers, Inc.

Mr. Tillery, Chairman, called the meeting to order at 7:30 p.m.

Mr. Schwartz moved the board dispense with the reading of the minutes of April 23 and that they be approved. Motion was seconded by Mr. Tomlinson and passed.

Report of the President:

Dr. Randall extended a warm welcome to Mr. Gary Chadwick, newly elected president of the student body.

A report of the financial aid received by students at the college was prepared by Mr. Thomas P. Brown and presented by Dr. Randall. This report showed that a total of \$232,478.50 had been received during 1967-68, in aiding students of Wilmington College to acquire a degree.

Dr. Randall read a telegram which he had received from Mr. Gerald J. Griffin, Director of Department of Associate Degree Program, of the National League of Nursing. This message granted reasonable assurance of accreditation to the Nursing Program.

Commencement Exercises will be held Sunday afternoon, June 9, at four o'clock in Hanover Hall. Dr. William H. Wagoner, President-elect will deliver the Commencement address. Dr. Randall urged each one to attend.

Summer school schedules and copies of the 1968 catalog were distributed.

At the recent dedication of Hoggard High School, Dr. Randall was the guest speaker. Mr. C. D. Gurganus, principal, paid tribute to Dr. Randall on his splendid address by requesting permission to have it printed.

The first National Sorority, Phi Mu Fraternity, was initiated on the campus May 18, 1968. This is one of two National Women's Organizations that is called a fraternity rather than a sorority. Dr. Randall expressed great pleasure in having the organization on campus.

A copy of the audit for year ending June, 1967, was given each board member.

Dr. Randall announced that he had recently received a letter from Mr. John Yarbrough, Secretary of the North Carolina Academy of Science, accepting Wilmington College's invitation to meet on our campus in 1969. Tentative dates fro the meeting are May second and third. Dr. Will DeLoach has been named local chairman.

A letter was read by Dr. Randall from Mr. Louis Adcock requesting financial assistance from the college during his year's leave of absence. After some discussion Mr. Graham moved the finance committee look into the matter and be empowered to act. This motion was seconded by Mr. Trask. Motion carried.

Committee Reports:

Building Committee: In the Absence of Mr. Marshall, Chairman, Mr. Price presented the urgent need of getting the paving of roads and parking lots started, saying the most pressing need is to employ an engineer immediately. After discussion a motion was made by Mr. Hewlett that this selection be left to the building committee. Mr. Schwartz seconded the motion. Motion carried.

Mr. Price presented the recommendation of the state to convert the heating system of the college from oil to interrupted gas service. After some discussion it was the decision of the board to have the building committee take the necessary action.

Public Relations: Mr. Warner reported for Mrs. Hogue, stating that the college yearbook THE FLEDGLING had just been received. The 1968 edition honored Dr. William M. Randall, retiring president of Wilmington College. Mr. Warner reported that the Placement Office has been well received by industry and business with some of the major corporations employing our students at very fine salaries. He also stated that Mr. William J. Brooks, Director of Athletics, had been named "Coach of the Year" by the District 26 baseball coaches.

On the afternoon of June 2, at 2:30, in front of the William Madison Randall Library Building, the Time Capsule Installation Service will be held. This time capsule is being installed to commemorate the retirement of Dr. William M. Randall and Mr. Adrian D. Hurst.

Lecture Committee: Mr. Schwartz, Chairman, reported. He stated that the committee planned to have lecturers for the coming year who would appeal more to the student than to the public at large. He also stated that concentrated efforts would not be placed on ticket sales until after the new auditorium was completed. Mr. Walser Allen, faculty lecture representative, gave a detailed report of expenditures on the Lecture Series, showing a balance on hand to date of \$67.19.

New Business:

Dr. Randall asked Dr. Reynolds to present proposals for two new majors--- one in physics and one in philosophy and religion. A motion was made by

Mr. Smith that the proposal for a major in physics be approved. This motion was seconded by Mr. Tomlinson and passed. A motion was made for the approval of a major in philosophy and religion by Mr. Tomlinson, seconded by Mr. Schwartz and passed. Majors in Social Science, Transportation and Oceanography were discussed. Dr. Reynolds explained in detail the amount of work involved in preparing these majors for approval by the Board of Higher Education. The approval of the major in Social Science was given by the board subject to completion of material necessary for the Board of Higher Education. Mr. Hewlett made a motion that we move as expeditiously as possible on the Transportation and Oceanography majors. This motion was seconded by Mr. Graham. Motion carried.

Mr. Price, Business Manager, questioned the board as to what action he should take in regard to tax-sheltered annuities for faculty and staff. Mr. Graham made a motion that a decision regarding tax-sheltered annuities for faculty and staff be left to the finance committee. Motion was seconded by Mr. Tomlinson and passed.

Mr. Tillery asked for permission, as chairman of the board, to sign a contract with Carolina Power and Light Company regarding a change in billing procedures. Mr. Schwartz moved he be authorized to sign such a contract. Mr. Hewlett seconded the motion. Motion carried.

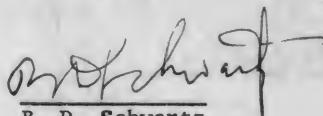
The meeting was adjourned at 8:45 p.m.

Addendum

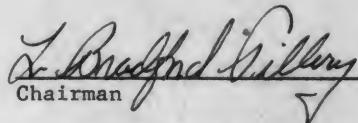
Minutes of the finance committee of the Board of Trustees.

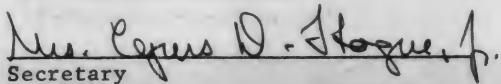
"A meeting of the finance committee of the Board of Trustees was held immediately following the adjournment of the regular meeting of the board. Members present were Mr. Schwartz, Mr. Smith, and Mr. Tillery.

This meeting was called to consider a request for \$1,000 made to the board by Mr. Louis Adcock. A decision was made to give Mr. Adcock \$500 immediately and to take into consideration the other \$500 between now and January, depending upon previous commitments and availability of funds.

  
B. D. Schwartz

Acting Chairman

  
L. Bradford Tillery  
Chairman

  
Mrs. Eppie D. Hoque, Jr.  
Secretary

Minutes

The regular meeting of the Board of Trustees of Wilmington College was held Tuesday, June 25, 1968, in the board room in the Wilmington College Library Building.

Eight Members Present: Mr. Frederick Coville; Mr. Frederick Graham; Mr. Addison Hewlett, Jr.; Mrs. Cyrus D. Hogue, Jr.; Mr. Alan A. Marshall; Mr. B. D. Schwartz; Mr. L. Bradford Tillery; and Mr. Raiford G. Trask. Present for the college were Dr. William M. Randall; Dr. J. Paul Reynolds; Mr. J. Marshall Crews; Mr. David E. Warner, Jr.; and Mr. James A. Price, Jr. Mrs. Carolyn Zimmerman represented the Star-News Newspapers, Inc. and Mr. John Powell, WMFD Radio Station.

Mr. Tillary, Chairman, called the meeting to order at 7:30 p.m.

Mr. Trask moved the board dispense with the reading of the minutes of the May meeting and that they be approved. Seconded by Mr. Graham. Motion carried.

Report of the President:

Dr. Randall reported a total enrollment for summer school of 697. This is the largest enrollment for summer school in the history of the college, showing better than a ten percent increase over last summer, and tuition in the amount of \$30,600. He also recommended that all come to the summer theatre productions. These summer productions are sponsored by the dramatic department without cost to the college. Mr. Brooks, Director of Athletics, has discussed with Dr. Randall the possibility of a summer baseball league.

Dr. Randall stated that recently a Federal grant in a cooperative program with Pembroke College and Fayetteville State College had been received by Wilmington College. Dr. Reynolds, Dean of Faculty, said this would enable the college to add to the library staff, to employ at least three teaching fellows for next year and to continue rental service on the Research Triangle Computer program.

A grant for the Education-Psychology building has been released and Dr. Randall said we are in the stage of making up the necessary papers to begin the advertising of bids. Bids are expected to be let on the project within the next six to eight weeks and the building should be underway this fall unless something unforeseen comes up. The college has also received a Title III grant to assist in the purchase of books for the Library.

Dr. Randall made a report on the Gorham and Willis Scholarship Funds stating the funds show a total of \$785.20 with an annual income of approximately \$35.00. A motion was made by Mr. Hewlett that the yearly income from these funds be used to help students purchase textbooks and supplies. Seconded by Mr. Schwartz. Motion carried.

In order to bring everyone up to date Dr. Randall made the following summary of unfinished business:

- (1) The "C" Budget for fiscal 1969-71 has been completed and submitted to the Advisory Budget Commission.
- (2) The "A" Budget has been sent in to the State and returned to the college with alterations; and the college now has thirty days in which to submit the "B" Budget to the State, with any additions the trustees wish to make.
- (3) Loans for dormitories and cafeteria: We still have an application in for these loans. Recently the U. S. Congress appropriated one hundred million dollars for higher education construction, and had fifty million left from last year, and we have to wait until we hear from our application.
- (4) Henry von Oesen and Associates are to design the roads and parking areas. Mr. Price, Business Manager, has made overtures to the bank without difficulty for a loan for this project at a rate of four percent.

Dr. Randall thanked the board for ten years of forbearance, cooperation and support. He also commended his "very cooperative staff" and the community of Wilmington for their fine support of the college at all times.

Committee Reports:

Minutes of the executive committee meeting held May 30, 1968.

"The executive committee of Wilmington College met in the office of Mr. F. B. Graham May 30, 1968, with the following members present:

Mr. F. B. Graham, Chairman  
Mr. Addison Hewlett, Jr.  
Mr. B. D. Schwartz  
Mr. L. Bradford Tillery

Upon the written recommendation of Dean Reynolds and approved by Dr. Randall, the committee approved the appointment of Miss Eloise Scott to the faculty of Wilmington College as assistant professor of mathematics beginning September 1, 1968.

The committee was also presented with copies of letters of resignation from the following faculty:

Miss Martha Moye, instructor in mathematics  
Mr. Hugh Roberts, instructor in sociology  
Dr. Granville Johnson, professor of psychology

The committee accepted with regret the resignations as submitted.

F. B. Graham, Chairman"

Mr. Graham moved these minutes be accepted. Seconded by Mrs. Hogue. Motion carried.

Building Committee: Mr. Alan Marshall, Chairman, reported. Campus Planning Maps, which were prepared by Henry von Oesen and Associates, were displayed and road planning was discussed. Mr. Marshall asked that board members study these maps and write to him any ideas and suggestions for changing and improving the plan of the campus. He also said that he had received several complaints from the property owners of the development adjacent to the campus about a ditch which had recently been cut on the property line and was creating a hazardous condition for the residents of that area. After a thorough investigation by him and Mr. Trask, the ditch was covered at a cost of approximately \$300.00. Responsibility for this project should be placed on the contractor who authorized the ditch to be cut. Mr. Price assured Mr. Marshall he would take care of the matter. Mr. Marshall said plans for the new auditorium were near completion and he hoped the building would be started this year.

Public Relations Committee: Mr. Warner reported for Mrs. Hogue, distributing a tally of news coverage for the month of May.

Lecture Committee: Mr. Schwartz, Chairman, made a motion that the board allocate \$500.00 to the Faculty Lecture Committee for the 1968-69 season from the Kenan Funds. This motion was seconded by Mrs. Hogue. Motion carried.

New Business:

The following resolution was presented to the board for adoption:

R E S O L U T I O N

"WHEREAS, Dr. William M. Randall is retiring as President of Wilmington College as of July 1, 1968, and

WHEREAS, Dr. William H. Wagoner has been elected President of said college to succeed Dr. William M. Randall as of July 1, 1968.

NOW, THEREFORE, be it resolved that Dr. William H. Wagoner be and he is hereby authorized to assume all the duties and responsibilities as president of Wilmington College as of July 1, 1968, and he is further authorized and empowered to execute any and all instruments and legal documents that it may be necessary for the President of Wilmington College to execute, this to include the executing of various instruments required by banks regarding deposits and lock boxes and such deeds and other instruments as he may from time to time be empowered to execute for and on behalf of said college.

This the twenty-fifth day of June, 1968."

Mr. Graham moved this resolution be adopted. Mrs. Hogue seconded the motion. Motion carried.

Mr. Tillery reminded members of the election of officers in July.

At this time, Dr. Randall was given a rising vote of thanks by the trustees as a token of their affection and appreciation of his many years of devoted service to Wilmington College.

The meeting was adjourned at 8:30 p.m.

L. Bradford Gillings  
Chairman

Mrs. Cyrus D. Hogue, Jr.  
Secretary

ROLL FOR BOARD OF TRUSTEES  
1967-68

	12/15	1/23	2/26	3/26	4/23	5/28	6/25
CORBETT, WILLIAM HORACE					X		
COVILLE, FREDERICK	X	X	X	X	X	X	X
GRAHAM, FREDERICK B.	X	X	X	X	X	X	X
HARTFORD, DR. CHARLES E.	X	X	X	X	X		
HEWLETT, ADDISON, JR.	X	X	X		X	X	X
HOGUE, MRS. CYRUS D., JR.	X	X	X	X	X		X
MARSHALL, ALAN A.	X		X	X			X
SCHWARTZ, B. D.	X		X	X	X	X	X
SMITH, JAMES M.	X	X		X		X	
TILLERY, L. BRADFORD	X	X		X	X	X	X
TOMLINSON, EUGENE B., JR.	X		X		X	X	
TRASK, RALFORD G.	X		X			X	X

Minutes

The regular meeting of the Board of Trustees of Wilmington College was held Tuesday, July 23, 1968, in the Board Room in the Wilmington College Library Building.

Eight Members Present: Mr. Frederick Coville; Mr. Frederick Graham; Mrs. Cyrus D. Hogue, Jr.; Mr. B D Schwartz Mr. James M. Smith; Mr. L Bradford Tillery; Mr. Eugene B. Tomlinson, Jr.; and Mr. Raiford G. Trask. Present for the College were Dr. William H. Wagoner Dr. J. Paul Reynolds; Mr. James A. Price, Jr.; Mr. Thomas F. Brown; and Mr. David E. Warner, Jr. Mr. John Powell represented radio station WMFD.

Mr. Tillery, chairman, called the meeting to order at 7:30 p.m.

Mr. Schwartz moved the board dispense with the reading of the minute of June 25, and that they be approved. Seconded by Mr. Graham. Motion carried.

Report of the President:

Dr. Wagoner reported an enrollment of 560 for the second session of summer school, bringing the summer enrollment total to 1257. He also reported on the Institute on Constitutional Democracy and Totalitarianism which is being held on campus from July 22 through August 16, and co-sponsored by Appalachian State University and the North Carolina Educational Council on National Purposes, Inc.

Wilmington College Star-Hat Summer Theatre has been quite successful. Dr. Wagoner spoke of the value of the good public relations being established and of the excellent choice of plays being produced. Mr. Doug Swink, head of the Department of Drama and Speech, asked for more confidence and financial support from the home college.

Dr. Wagoner reported on the status of the education-psychology building stating that we are now waiting notification from Health, Education and Welfare for the bid letting. The library and chemistry-physics buildings are rapidly progressing; final inspection is expected to be made by the middle of August.

Dr. A. K. King, vice president of The University of North Carolina, visited with Dr. Wagoner on July 11, looking over the buildings and talking about the preparation of the study authorized by The University of North Carolina Board of Trustees. Dr. King will be on campus again on August 5.

A bid opening on a \$75,000 loan for paving of parking areas was held in the President's office July 16, 1968, at 2:00 p.m. \*Bids were received from three banks, with Wachovia Bank and Trust Company making the lowest bid. Dr. Wagoner read the following memorandum:

MEMORANDUM TO MINUTES

"As per negotiations by Mr. James A. Price, Jr., business manager of Wilmington College, bids for borrowing \$75,000 to be used for

various parking areas on the campus were opened at 2:00 p.m., July 16, 1968, in the President's office with Mr. Price, Dr. Wagoner, and Mrs. Parris present.

They were as follows:

"Wachovia Bank and Trust Company - \$75,000 to be repaid over a period of six years in three equal payments each year at an interest rate of 3.75% per annum as per letter attached."\*

"First-Citizens Bank and Trust Company - we are willing to make the loan as described in your letter dated July 5, 1968, at an interest rate of four and one quarter per cent (4½ %) per annum payable with each principal interest." As per letter attached. \*

"North Carolina National Bank - we wish to submit a bid of 4% on the \$75,000 loan to Wilmington College as described in your letter of July 5." As per letter attached.\*

With the Business Manager's concurrence I recommend the acceptance of the Wachovia Bank's bid at an interest rate of 3.75%.

William H. Wagoner  
President

Mr. Tomlinson made a motion that the Board accept Dr. Wagoner's recommendation. Seconded by Mr. Trask. Motion carried.

On Friday, July 19, Dr. Wagoner attended the regular meeting of the North Carolina State Board of Higher Education in Raleigh, North Carolina, at which time the Board approved the following programs for Wilmington College:

"Bachelor of Arts Degree with Major in Social Sciences  
Bachelor of Arts Degree with Major in Physics  
Bachelor of Arts Degree with Major in Philosophy and Religion"

Dr. Wagoner stated the Advisory Budget Commission will visit the College July 29. They are scheduled to arrive on campus at 12:00 noon. Mr. Graham moved that the President be authorized, if possible, to arrange a luncheon for the group. Seconded by Mr. Smith. Motion carried. All board members are invited to attend this luncheon.

A memorandum from Mr. Claude Howell, head of the Art Department, requesting an appropriation of \$1000 to cover the program of monthly art exhibitions in Kenan Hall, beginning with October, 1968, and continuing through May, 1969, was read by Dr. Wagoner. After some discussion Mr. Schwartz made a motion that an appropriation up to \$1000 be made to the Art Department. This motion was seconded by Mr. Trask and passed with Mr. Tillery voting in the negative.

Dr. Wagoner asked Mr. Price to review with the board the suggestions by the State Department of the joint use of natural gas and oil for the heating of the buildings. After discussion and a thorough explanation by Mr. Price of the advantages to be derived from the change-over, a motion was made by Mr. Graham that the gas installation be placed in all the buildings on the campus and all future buildings. Seconded by Mr. Tomlinson. Motion carried.

Mr. Price presented the question of replenishing a discretionary fund for the use of the President. After discussion, a motion was made by Mr. Smith to add \$800 to this fund to raise it to the original amount of \$1500 for the current year. Seconded by Mrs. Hogue. Motion carried.

Report of Committees:

Minutes of the Executive Committee meeting held July 16, 1968.

"At the request of Doctor C. E. Hartford, Chairman of the Finance Committee who found it impossible to convene his committee, the Executive Committee met in the office of Mr. F. B. Graham at 10:00 a.m. July 16, 1968, with the following members present:

Mr. F. B. Graham, Chairman  
Mr. Alan Marshall  
Mr. B. D. Schwartz  
Mr. L. Bradford Tillery

Representing the College were President Wagoner and Mr. Price.

Mr. Price reviewed with the committee the proposed methods of financing the two dormitories and a cafeteria. He reported financing was available for periods of up to 50 years at 3% (three per cent) interest through Housing Urban Development. It was the consensus of the committee that the longest terms available would be to the best advantage of the College. Mr. Price was authorized to accept the 40-year repayment terms or the 50-year repayment terms at his discretion.

Mr. Price reported that based upon present estimates it appeared that a monthly rental of \$30.00 per month per dormitory student would suffice to amortize the 40-year bonds based upon 90 per cent occupancy in regular session and 50 per cent occupancy for the summer session and that this rental would allow a reasonable reserve for contingencies. He said this rental was in line with rental of other schools. The committee approved the rental schedule as recommended by Mr. Price.

Dr. Wagoner reported that he hoped to put on special summer program which would help the summer occupancy percentage.

Mr. Price also reported that it would be advisable for the College to enter into a contract with a reputable food service company to furnish three standard meals per day at a fixed price to the students occupying the dormitories. Based upon his present estimates he projected a figure of \$430.00 per student for the nine months' term. It was estimated that this amount would allow to the College a profit of \$100.00 per student to cover amortization of the cafeteria bonds, depreciation of equip-

ment, repairs, heat and cooling, lighting, janitor service, etc. The committee approved the amount of \$430.00 per student and stipulated that it would be mandatory for each dormitory student to sign such an agreement to patronize the cafeteria. It was pointed out that individual meals would be available for those students who desired them.

The committee agreed that before any contract was executed with any food service company that such a contract should be approved by the appropriate college committee with advice of legal counsel.

President Wagoner reported that a number of adjustments should be made in the "B" Budget, and the committee authorized him to make such adjustments as he deemed necessary or advisable.

The meeting was adjourned at 11:30 a.m.

F. B. Graham  
Chairman"

Mr. Coville suggested that dormitory and cafeteria charges be combined and presented to the student as a total charge. After some discussion it was the consensus of the board that this decision be left to the administration. Mr. Graham moved the minutes of the executive committee be adopted. Seconded by Mr. Trask. Passed.

Public Relations Committee:

Mrs. Hogue, chairman, reported She expressed appreciation to Mr. Al Dickson, executive editor of the Star-News Newspapers, Inc., for a delightful luncheon meeting on July 17. This meeting included Mrs. Hogue, several college staff members and staff members of the Star-News Newspapers.

Election of Officers:

Mr. Tillery, chairman, reminded the board of its understanding that there would be a rotation system for the chairman and stated that his new position as District Judge would require much of his time, and that he would not, therefore, be a candidate to succeed himself. He then called for nominations from the floor for a new chairman. Mr. Trask nominated Mr. Frederick Graham, and Mr. Tomlinson moved the nominations be closed. Mr. Graham was elected unanimously.

Mr. B. D. Schwartz was nominated for vice-chairman by Mr. James Smith, and Mr. Tomlinson moved the nominations be closed. He was elected unanimously.

Mr. Graham nominated Mrs. Cyrus D. Hogue, Jr., as secretary. Mr. Smith closed the nominations, and she was unanimously elected.

Mr. Coville was nominated for treasurer by Mr. B. D. Schwartz, and nominations were closed by Mr. Graham. He was also unanimously elected.

Mr. Tillery expressed deep appreciation to the board for their splendid cooperation, stating that the three years he has served have been pleasant and exciting.

New Business:

Mr. Graham, recently elected chairman, took the chair. He thanked the members of the board for their appreciation and confidence, and pledged his every effort to the support of Wilmington College.

Mr. Trask asked permission from the board to have the county come in and cover the ditch which was recently cut on the property line. Mr. Tillery made a motion that with Mr. Marshall's permission, Mr. Trask be allowed to contact the county and have this work done. Mr. Schwartz seconded the motion. Motion carried.

The following resolution was made by Mr. Schwartz. It was seconded by Mr. Trask and passed unanimously.

R E S O L U T I O N

"WHEREAS, L. Bradford Tillery has served as Chairman of the Board of Trustees of Wilmington College for the past three years and,

WHEREAS, under his wise and diplomatic leadership the Board of Trustees has made plans for the expansion of the physical facilities of the College including the completion of three academic buildings and the finalizing of plans for five others, which includes two dormitories and a cafeteria and,

WHEREAS, during his tenure of office the College has experienced unprecedented growth while making the transition to senior college status and gaining full accreditation for all college programs,

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of Wilmington College expresses to Mr. Tillery its deep appreciation for the unselfish way he has devoted his time and energy to the College during his tenure as Chairman of the Board and,

FURTHER BE IT RESOSOLVED, that this Board of Trustees recognizes that without his dedicated leadership the days of transition would not have been so smooth nor the College's progress so dramatic.

BE IT FURTHER RESOLVED, that copies of this resolution be incorporated in the official minutes of the Wilmington College Board of Trustees and sent to the various news media of this area."

The meeting was adjourned at 9:00 p.m.

The next regular meeting will be held August 27, 1968.

  
L. Bradford Tillery  
CHAIRMAN

  
Mrs. Cyrus D. Hooper, Jr.  
SECRETARY

# Wilmington College

Wilmington, North Carolina

OFFICE OF THE PRESIDENT

July 16, 1968

## MEMORANDUM TO MINUTES

As per negotiations by Mr. James A. Price, Jr., Business Manager of Wilmington College, bids for borrowing \$75,000 to be used for various parking areas on the campus were opened at 2:00 p.m., July 16, 1968, in the president's office with Mr. Price, Dr. Wagoner, and Mrs. Parris present.

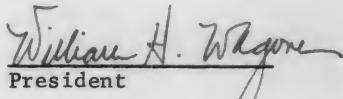
They were as follows:

"Wachovia Bank and Trust Company - \$75,000 to be repaid over a period of six years in three equal payments each year at an interest rate of 3.75% per annum as per letter attached."

"First-Citizens Bank and Trust Company - We are willing to make the loan as described in your letter dated July 5, 1968, at an interest rate of four and one quarter per cent (4 1/4%) per annum payable with each principal interest." As per letter attached.

"North Carolina National Bank - We wish to submit a bid of 4% on the \$75,000 loan to Wilmington College as described in your letter of July 5." As per letter attached.

With the Business Manager's concurrence I recommend the acceptance of the Wachovia Bank's bid at an interest rate of 3.75%.

  
President

**NORTH CAROLINA  
NATIONAL BANK**



POST OFFICE BOX 1290

WILMINGTON, NORTH CAROLINA 28402

July 16, 1968

Mr. James A. Price, Jr.,  
Business Manager  
Wilmington College  
901 South College Road  
Wilmington, N. C. 28401

Dear Sir:

We wish to submit a bid of 4% per annum on the \$75,000 loan to Wilmington College described in your letter of July 5. It is our understanding this loan will be for a period of six years, repayable in three equal payments per year, with declining interest and no prepayment penalty.

The interest rate we are quoting is predicated on and contingent on the continuance of the tax exempt status of interest from this loan throughout its life.

Sincerely yours

A handwritten signature in black ink, appearing to read "Emsley A. Laney".

Emsley A. Laney  
Senior Vice President

EAL:s

# First-Citizens Bank & Trust Company

ESTABLISHED 1898

Wilmington, North Carolina

W. T. EMMART  
VICE PRESIDENT

July 10, 1968

Mr. James A. Price, Jr.  
Business Manager  
Wilmington College  
901 South College Road  
Wilmington, North Carolina 28401

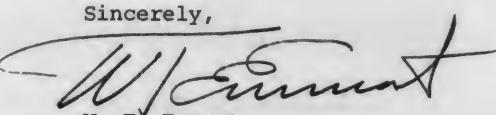
Dear Mr. Price:

I would like to enter a bid for the \$75,000.00 loan requested by Wilmington College. We are willing to make the loan as described in your letter dated July 5, 1968, at an interest rate of four and one quarter per cent (4 1/4%) per annum payable with each principal payment.

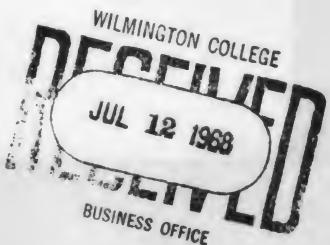
Our offer is made with the understanding that interest paid will be tax-free and that the college received proper authority to legally borrow the money and assign a portion of student fees as collateral.

We appreciate your giving us an opportunity to bid on this loan and hope that you will find our bid satisfactory.

Sincerely,

  
W. T. Emmart  
Vice President

WTE:tk



**WACHOVIA**  
BANK AND TRUST COMPANY

WILMINGTON, NORTH CAROLINA 28402

July 15, 1968

Mr. James A. Price, Jr.  
Business Manager  
Wilmington College  
901 South College Road  
Wilmington, North Carolina

Dear Mr. Price:

Subject: Bid on Loan in the amount of \$75,000  
Your letter dated July 5, 1968

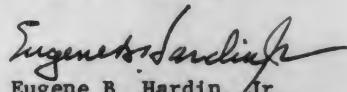
We will be happy to lend Wilmington College, an agency of the State of North Carolina, \$75,000 to be repaid over a period of six years in three equal payments each year at an interest rate of 3.75% per annum. There will be no prepayment penalty on this loan.

The above bid is subject to the interest being tax free to the bank and we would like, if our bid is accepted, your attorney's opinion that the obligation is tax free. We would also expect to obtain the main operating account of the college over which you have control.

We understand that as security for the loan a sufficient amount of student fees will be assigned to our loan in order to liquidate the loan over the six year period.

It is a pleasure to make this bid to the college and we look forward to hearing from you.

Sincerely yours,

  
Eugene B. Hardin, Jr.  
Senior Vice President

EBHjr/dgm

Minutes

The regular meeting of the Board of Trustees of Wilmington College was held on Tuesday, August 27, 1968, in the Board Room in the Wilmington College Library Building.

Eight Members Present: Mr. Horace Corbett; Mr. Frederick Graham; Mr. Frederick Coville; Mr. Addison Hewlett, Jr.; Mr. B D Schwartz; Mr. L. Bradford Tillery; Mr. Eugene B. Tomlinson, Jr.; and Mr. Raiford G. Trask. Present for the College were: Dr. William H. Wagoner; Dr. J. Paul Reynolds; Mr. J. Marshall Crews; Mr. Thomas P. Brown; Mrs. Helena Cheek; Mr. William J. Brooks; and Mrs. Gwendolyn Croom. Mr. J. R. Benson, Jr., represented Henry von Oesen and Associates; Mr. John Powell represented WMFD Radio, and Mr. Bill Rogers WWAY Television. Mrs. Carolyn Zimmerman represented the Star-News Newspapers, Inc.

Mr. Graham, chairman, called the meeting to order at 7:30 p.m. Mr. B. D. Schwartz opened the meeting with prayer.

Mr. Tillery moved the Board dispense with the reading of the minutes for the July meeting and that they be approved. Seconded by Mr. Tomlinson. Motion carried.

Report of the President:

Dr. Wagoner stated that the bid date for the Education-Psychology Building has been advertised by the College and is set for September 24, 1968, at 3:00 p.m. in 121 Kenan Hall. He also reported on the bid opening for the parking lots and roadways for the campus. These bids were opened on Tuesday, August 27, 1968, in the Office of the President. Lincoln Construction Company was apparently the low bidder, with a total of \$108,980.87, but no awards were made at this time. Mr. J. R. Benson, Jr., representing Henry von Oesen and Associates, Engineers, told Board members that this figure is within the amount of funds allocated and that they therefore recommended that this job be awarded Lincoln Construction Company. There was some discussion by board members, administration, and faculty representatives as to the exact location of the new roads. A decision could not be reached at this time as to the best plan for the campus, and Mr. Tomlinson moved that the Building Committee, the Student Activity Committee, in conjunction with the Administration of the College, hold a joint meeting so that final plans could be made for the surfacing of parking areas and roads and that they be given power to act expeditiously. This motion was seconded by Mr. Schwartz and passed. Mrs. Parris was asked to call such a meeting for Thursday, August 29, 1968, at 11:00 a.m. in the Board Room of the Library Building.

Dr. Wagoner reported on the progress of the Library and Chemistry-Physics buildings. These two buildings will not be completed by the opening of the fall term, but emergency plans have been made to operate without these two buildings for approximately two to three weeks during the fall quarter.

Plans for the two dormitories and cafeteria are under way, and Mr. Price continues to work through various agencies and individuals for final approval. Working drawings for these buildings have been sent to Raleigh, by the architects, for approval.

Dr. Wagoner told of plans he has for the inauguration of a Faculty Advisory Committee. The recently held staff meetings have proved most beneficial, and he feels a committee of this type will serve as a medium of communication with the faculty. He also told of recruitment measures which he hopes to take when the fall term begins. Dr. Wagoner feels we should begin our recruitment for the College immediately, contacting seniors, principals, teachers and counselors, particularly in this area, and will call on faculty members to assist him in making personal visits, when possible. In this way he hopes to bring the College to large groups of graduating seniors. In speaking of his plans for recruitment, Dr. Wagoner also spoke of a dinner being planned for the student leaders and members of the faculty and administration on the night of September 11. In this way he hopes to plan together with the student leaders for a better operation of the College during the fall, winter and spring quarters.

A dinner for Board members and Dr. A. K. King of The University of North Carolina is planned for the night of September 4, 1968, at the Blockade Runner, Wrightsville Beach, at seven o'clock. Dr. Wagoner asked each one to try and attend.

Dr. Wagoner presented the subject of tax-sheltered annuities for the faculty to the Board. After some discussion Mr. Hewlett moved that the Board of Trustees offer this matter to the faculty and have them make a recommendation back to the Board of Trustees as to what they desired. This motion was seconded by Mr. Coville and passed.

Report of Committee:

Executive Committee: Mr. Graham reported for this committee, and read the following minutes of the Executive Committee held August 14, 1968, in his office:

"The Executive Committee of Wilmington College met in the office of Mr. F. B. Graham August 14, 1968, at 10:00 a.m. with the following members present:

Mr. F. B. Graham  
Mr. Addison Hewlett, Jr.  
Mr. B. D. Schwartz  
Mr. L. Bradford Tillery

Representing the College was President Wagoner.

Mr. Graham brought to the attention of the committee the fact that the College had received a gift from the First-Citizens Bank and Trust Company which could be used for any purpose. He suggested that these funds be used at the discretion of the president for the purpose of making some improvement in purchasing equipment for the president's office. A motion was made, seconded and passed, that the funds be used in this manner.

The meeting was adjourned at 11:00 a.m.

F. B. Graham  
Chairman"

Mr. Graham moved that the above minutes be approved. Seconded by Mr. Schwartz. Passed.

Student Activity Committee:

Mr. Coville, chairman, reported. He stated that he had been informed by Mr. Brooks that the Student Aid Association had brought in about \$10,000 since organization. He suggested to board members that the Student Services Building be given over entirely to the use of the students, and that the bookstore be moved into the present library space when they move into the new buildings. He also brought to the their attention the urgent need for a spacious, well-equipped area for student activities, with the building of dormitories. After some discussion Mr. Graham suggested these questions be brought to the joint meeting of the Building Committee, the Student Activity Committee, and the Administration on Thursday, August 29, 1968, at 11:00 a.m.

Committee Appointments:

The following committees were appointed by Mr. Graham, and chairmen elected by the committees:

EXECUTIVE COMMITTEE

B. D. Schwartz, Chairman  
Addison Hewlett  
L. B. Tillery  
F. B. Graham  
Alan A. Marshall

STUDENT ACTIVITY COMMITTEE

Frederick Coville, Chairman  
E. B. Tomlinson  
B. D. Schwartz  
J. M. Smith  
L. B. Tillery

PUBLIC RELATIONS COMMITTEE

L. B. Tillery, Chairman  
C. E. Hartford  
Addison Hewlett  
W. H. Corbett  
E. B. Tomlinson

BUILDING COMMITTEE

Raiford G. Trask, Chairman  
Mrs. C. D. Hogue  
Alan A. Marshall  
L. B. Tillery  
Addison Hewlett

FINANCE COMMITTEE

Alan A. Marshall, Chairman  
B. D. Schwartz  
C. E. Hartford  
J. M. Smith  
W. H. Corbett

GROUND BEAUTIFICATION COMMITTEE

Mrs. C. D. Hogue, Chairman  
Raiford G. Trask  
J. M. Smith  
Frederick Coville  
F. B. Graham

OCEANOGRAPHY COMMITTEE

Addison Hewlett, Chairman  
E. B. Tomlinson  
Alan A. Marshall  
L. B. Tillery  
W. H. Wagoner

ENDOWMENT COMMITTEE

F. B. Graham, Chairman  
B. D. Schwartz  
C. E. Hartford  
W. H. Corbett  
W. H. Wagoner

SCHOLARSHIP COMMITTEE

E. B. Tomlinson, Chairman  
Mrs. C. D. Hogue  
Frederick Coville  
L. B. Tillery

New Business:

Mr. Hewlett moved that steps be taken to have the bylaws amended so that the chairman may appoint the committees and chairmen. Mr. Tomlinson seconded the motion. Motion carried. Mr. Graham asked Mr. Hewlett to so amend the bylaws.

Mr. Graham presented the following program of plans for 1968-69; a copy of which was sent to each board member.

Program for the year 1968-69

"Encourage and do everything possible to have Wilmington College become a full-fledged unit of The Greater University of North Carolina during the coming session of the North Carolina Legislature.

Establish a special ad hoc committee for the purpose of having Wilmington College acquire suitable land and become a major factor in oceanography development and research with particular emphasis at this time on marine biology.

Strengthen our Public Relations Department. Establish a Press Bureau.

Encourage the growth and development of the Wilmington College Foundation by all means possible, and authorize that certain classrooms be dedicated to the memory of persons designated by donors of \$5,000 or more to the Foundation. Gifts of \$10,000 or more would entitle such donors to dedicate a laboratory. Plaques would be placed in such rooms and laboratories in recognition of these contributors to the Foundation.

Expand and further emphasize the development of the transportation curriculum of the College. Develop more effective techniques in attracting out-of-town students to Wilmington College.

Place a special emphasis on the beautification of the entire campus property by planting suitable trees such as dogwood, magnolia, Japanese cherry, and other suitable trees and plants during the months of December and January, 1968-69.

Establish more access roads connecting the entire campus with the fast growing area lying eastward, northeastward, and southeastward of the campus.

Establish nature trails throughout the undeveloped portions of the entire campus property.

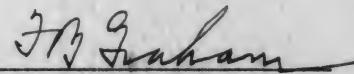
I, again, thank you for giving me the honor of serving as your chairman. I fully understand that I serve at your pleasure. However, I believe we will have a more viable board if the chairmanship is rotated each two years, and I recommend such a rotation policy be adopted by the Board.

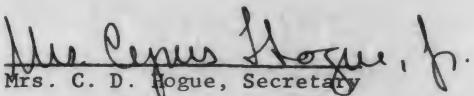
F. B. Graham  
Chairman"

Mr. Tomlinson moved that the Board adopt the chairman's program for 1968-69. Seconded by Mr. Coville. Passed.

The meeting was adjourned at 8:25 p.m.

The next meeting of the board will be held September 24, 1968.

  
F. B. Graham, Chairman

  
Mrs. C. D. Hogue, Jr.  
Mrs. C. D. Hogue, Secretary

Minutes

The regular meeting of the Board of Trustees of Wilmington College was held Monday, September 30, 1968, in the Board Room in the Wilmington College Administration Building.

Eight Members Present: Mr. Frederick Graham; Dr. C. E. Hartford; Mr. Addison Hewlett, Jr.; Mrs. Cyrus D. Hogue, Jr.; Mr. Alan A. Marshall; Mr. B. D. Schwartz; Mr. L. Bradford Tillery; and Mr. Raiford G. Trask. Present for the College were: Dr. William H. Wagoner; Dr. J. Paul Reynolds; Mr. J. Marshall Crews; Mr. David E. Warner, Jr.; Mr. James A. Price; and Mrs. Gwendolyn Croom. Representing the Star-News Newspapers, Inc., was Mrs. Carolyn Zimmerman; WECT, Mrs. Betty Hutson; WWAY, Mr. Al Moffett; WMFD, Miss Susan Basnight; and The Hanover Sun, Mr. Martin Grant. Mr. Frank Ballard and Mr. John Jefferies represented Ballard, McKim and Sawyer, Architects.

Mr. Graham, chairman, called the meeting to order at 7:30 p.m. Mr. Alan A. Marshall opened the meeting with prayer.

The chairman called for approval of the minutes of the August meeting, stating that the last paragraph of the chairman's program, dealing with the rotation of the chairman every two years, was erroneously omitted and had been included in the original minutes. Mr. Marshall moved the Board dispense with the reading of the minutes for the August meeting and that they be approved. Mr. Schwartz seconded the motion. Motion carried.

Report of the President:

Dr. Wagoner stated that Dr. A. K. King was an honored guest at a dinner held recently by the Board of Trustees at the Blockade Runner on Wrightsville Beach, at which time a discussion was held of the study being made by Dr. King of the possibility of Wilmington College becoming a unit of The University of North Carolina. He also spoke of a dinner which was held with the Student Body Officers; The Faculty Dinner, and the open house held for parents of entering freshmen, stating that through this association he derived great benefit by the contact made with the faculty, students and parents.

On September 25, Dr. Wagoner and several members of the Board of Trustees visited in Chapel Hill with President Friday and Dr. King.

Dr. Wagoner was in Raleigh on September 25 to present the "B" Budget to the Advisory Budget Commission. He anticipates a report from the Commission sometime in late November or early December as to what they will recommend.

In reporting on the progress of the paving of roads and parking areas, Dr. Wagoner stated contracts have been let and work is underway. There has been some delay due to drainage problems and difficulties in cement deliveries, but completion is expected about the middle of October.

Architects recently received from Property Control suggested revisions of specifications and plans for the dormitories and cafeteria. Dr. Wagoner said these revisions had been made and would be presented to Property Control by October first, and we may expect immediate action. With final approval from this office a bid date will be set. Final approval of the loan for these

buildings has been received.

Dr. Wagoner received a letter from Mr. Leslie Boney, Jr., stating he had scheduled the architectural and engineering inspection of the Library and Science buildings for 10:00 a.m., Monday, October 14, 1968. The general contractors have finished and a small amount of laboratory work and shelving will complete these buildings. The time of State inspection will be announced later.

Bids on the Education and Psychology building were opened September 24. Dr. Wagoner stated that Mr. Price, business manager, and Mr. Frank Ballard, architect, had been to Raleigh to confer with State officials in regard to the possibility of additional funds to Wilmington College to meet the bid proposals. Low bids received on the building were approximately \$75,000 above the available funds, and Mr. Price said the State Budget Office had suggested items to be negotiated out of the original designs and that the remaining deficit be presented to the Advisory Budget Commission, which meets Wednesday, October 2, 1968, for discussion of additional funding.

Dr. Wagoner reported on the enrollment for the fall quarter, stating that we received 317 new freshmen and 120 new transfers, a total enrollment of 1267.

The Association of Governing Boards of Universities and Colleges will meet in Denver, Colorado, October 8 and 9. Dr. Wagoner stated that the State Board of Higher Education and Governor Moore recommended that at least one member of the Board of Trustees plan to attend this meeting if at all possible. Mr. Tillery moved that the Chairman of the Board be authorized to attend this meeting. Mr. Marshall seconded the motion. Motion carried.

The following memorandum was read by Dr. Wagoner:

"The Biology Department has needed for some time an accessible permanent area for use in ecological studies. After much consideration, a location has been found on campus which is suitable. Plans for the acquisition of this area were discussed with Mr. Alan Marshall and Mr. Henry von Oesen. It was advised that this matter be brought to the attention of the Building Committee for consideration by the Board of Trustees. We wish to recommend that this area be set aside as a permanent ecological study area for the Biology Department of Wilmington College."

Mr. Marshall moved that this request be referred to the Building Committee with authority to act. Mr. Hewlett seconded the motion. Motion carried.

Committee Reports:

Oceanography - Mr. Hewlett, chairman, reported. He stated that he, along with Dr. Wagoner, Mr. L. Bradford Tillery and Mr. Alan Marshall, met with Governor Moore and State administrators Monday afternoon, September 30, 1968, to convey Wilmington College's interests in marine study. Mr. Hewlett described the meeting as "promising" for a future oceanography program at the College, stating that our surrounding area is a "natural laboratory" for marine study and that Wilmington could easily become the center of research and development.

Ground Beautification - Mrs. Hogue, chairman, spoke of the excellent condition of the campus. Mr. Graham offered a plan by which more shrubbery and trees could be planted. He suggested that a request be made to the Wilmington College Foundation for \$400 from the Graham Fund for this planting of trees. Mr. Schwartz moved that if we could not find the money elsewhere we make a request to this Committee. The motion was seconded by Mr. Marshall. Motion carried.

Building - Mr. Raiford Trask, chairman, reported. He stated that the Building Committee had discussed and given serious consideration to the Advance Physical Planning of Capital Improvement projects as outlined in the Property Control and Construction Manual. Long range planning for institutional development is encouraged by the State with assistance from the Department of Administration, Property Control and Construction Division. Mr. Trask said his committee would continue to explore these possibilities.

Public Relations - Mr. Tillery, chairman, stated that he was making progress with an overall study of this committee and would make a report at the next meeting.

New Business:

Mr. Graham announced that plans were underway by the Board of Trustees for the inauguration of our new president, Dr. William H. Waggoner. He appointed the following committee to assist with these plans:

MEMBERS OF THE INAUGURAL COMMITTEE

Dr. Will S. DeLoach, Chairman, Chemistry  
Miss Helen Hagan, Librarian  
Dr. B. Frank Hall, Philosophy and Religion  
Mrs. Betty Stike, Education  
Dr. Calvin Doss, Education  
Dr. Jackson Sparks, Modern Languages  
Dr. Daniel Plyler, Biology  
Mr. James A. Price, Business Manager  
Mr. David E. Warner, Jr., Administration  
Dr. William M. Randall, Modern Languages  
Mr. Frank Honey, Music  
Dr. Fred Toney, Mathematics  
Mr. Carl Gay, History  
Mrs. Judith Lewis, Physical Education  
Dr. J. Paul Reynolds, Dean of the Faculty  
Mr. J. Marshall Crews, Dean of Students  
Mr. John H. Fox, Chairman, Board of Directors,  
Wilmington College Foundation  
Mrs. B. Frank Hall, President, Friends of Wilmington  
College  
Mr. Gary Chadwick, President, Student Body  
Mr. Hugh Newkirk, Jr., Vice President, Student Body  
Miss Sara Rivenbark, Secretary, Student Body

All members of the Board of Trustees of Wilmington College are appointed to this Committee as ex-officio members.

Mr. Trask proposed that the College make application to the City Council for admittance into the city limits. After some discussion, Dr. Hartford made a motion that the Building Committee, with the power to act, make application for admittance into the City of Wilmington, if feasible. Mr. Schwartz seconded the motion. Motion carried.

Mr. Hewlett presented for adoption revised bylaws including the resolution giving the Chairman of the Board of Trustees the power to appoint the chairman for all standing committees:

RESOLUTION

"BE IT RESOLVED, That the bylaws of the Board of Trustees of Wilmington College be amended by striking out the following words in Sub-section (a) of Section 11-1:

"following their election. The election of the Executive Committee shall take place at the July meeting of the Board every year."

and inserting in lieu thereof the following:

"following their appointments."

Also by striking out the words:

"The Committee shall elect its own Chairman and Secretary."

and inserting in lieu thereof the following:

"The Executive Committee shall be appointed by the Chairman of the Board of Trustees, and the Chairman of said Committee shall also be appointed by said Chairman of the Board of Trustees."

AND BE IT RESOLVED, That the bylaws of the Board of Trustees of Wilmington College be amended by striking out the following words in Sub-section (b) of Section 11-1:

"election"

and inserting in lieu thereof the following:

"appointments."

Also by striking out the words:

"The Finance Committee shall elect its own Chairman and Secretary."

and inserting in lieu thereof the following:

"The Finance Committee shall be appointed by the Chairman of the Board of Trustees, and its chairman shall be designated by him."

"AND BE IT RESOLVED, That the bylaws of the Board of Trustees of Wilmington College be amended by striking out the word "election" in the first paragraph of Sub-section (c) of Section 11-1, and inserting in lieu thereof the word "appointments."

Also by striking out the words:

"The Building Committee shall elect its own chairman and secretary."

and inserting in lieu thereof the following:

"The Building Committee shall be appointed by the Chairman of the Board of Trustees, and its chairman shall be designated by him."

AND BE IT RESOLVED, That the bylaws of the Board of Trustees of Wilmington College be amended by striking out the word "election" in the first paragraph of Sub-section (d) of Section 11-1, and inserting in lieu thereof the word "appointments." Also striking out the words:

"The Student Activity Committee shall elect its own chairman and secretary."

and inserting in lieu thereof the following:

"The committee shall be appointed by the Chairman of the Board of Trustees who shall also designate its chairman."

AND BE IT RESOLVED, That the bylaws of the Board of Trustees of Wilmington College be amended by striking out the word "election" in the first paragraph of Sub-section (3) of Section 11-1, and inserting in lieu thereof the word "appointments." Also by striking out the words:

"The committee shall elect its own Chairman and Secretary."

and inserting in lieu thereof the following:

"The committee shall be appointed by the Chairman of the Board of Trustees who shall also designate its chairman."

AND BE IT RESOLVED, That the bylaws of the Board of Trustees of Wilmington College be amended by striking out the word "election" where it appears in Section 12-1, and inserting in lieu thereof the word "appointments."

Mr. Hewlett moved this resolution be adopted. Mr. Marshall seconded the motion. Motion carried.

Mr. Hewlett also presented for adoption a resolution outlining the duties of the President of Wilmington College:

"BE IT RESOLVED, By the Board of Trustees of Wilmington College that the bylaws of the Board of Trustees of Wilmington College be amended by inserting under Section 2-1 thereof a new sub-section to be known as Sub-section (b) and which shall read as follows:

"(b) President.

The President shall have and exercise full executive authority over the college subject to the direction and control of the Board of Trustees.

As the chief executive, he shall be responsible for the presentation of all college policies and recommendations to the General Assembly, the Governor, the Board of Trustees, State budget officers and commissions and the Federal Government.

The President, as the chief executive officer of the college, shall formulate the educational and administrative policies of the college and he shall perform all duties prescribed by the Board of Trustees.

He shall be responsible to the Board of Trustees for the prompt and effective execution of all laws relating to the college, and all resolutions, policies, rules, and regulations adopted by the Board for the operation of the college; and his discretionary powers shall be broad enough to enable him to meet his extensive responsibilities.

He shall make all nominations for appointments for terms of more than one year and all recommendations for promotions, salaries, transfers, suspensions, and dismissals of administrative officers, members of the institutional staff, and all other employees of the college.

He shall be responsible to the Board of Trustees for the preparation of the budget and its presentation to the Budget Commission, the General Assembly and Committees of the General Assembly for the development and maintenance of the college.

The President shall assume, and retain at all times, control over the budgets of the college. He shall approve revisions of the budgets and shall approve expenditures under the budget.

The President shall establish an organization to carry out effectively the policies of the college. He shall interpret the organization to the Board of Trustees and to the officers and faculty of the college. He shall insure that the college is properly staffed with personnel competent to discharge their responsibilities effectively, and that adequate opportunities are provided for the development and advancement of such personnel.

In carrying out his duties and responsibilities, the President may delegate to subordinate officers portions of those duties with the required authority for their fulfillment. However, this shall not reduce the President's overall responsibility for those portions of duties which he may delegate.

The President shall prepare and submit to the Board of Trustees an annual report to correspond with the college's fiscal year and such special reports concerning the college as he may deem wise and as the Board may require."

and that the designations of the other sub-sections be changed from (b) to (c) and from (c) to (d).

Mr. Hewlett moved this resolution be added to the bylaws of the Board of Trustees. Motion was seconded by Dr. Hartford. Passed.

B Y L A W S  
OF THE  
BOARD OF TRUSTEES OF WILMINGTON COLLEGE

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"Section 1-1. Membership, Election, and Term.

The Board of Trustees of Wilmington College shall consist of twelve members appointed by the Governor of the State of North Carolina, subject to the confirmation of the General Assembly in joint session assembled; and the terms for the twelve members shall be eight years staggered, that three vacancies shall occur every two years. (Chapter 116, Section 46, of the General Statutes of North Carolina)

Section 1-2. Power to Vote.

All members of the Board of Trustees, as described in Section 1-1 above, shall have the power to vote on all questions coming before the Board for consideration. No member, however, shall have the privilege of voting by proxy.

Section 2-1. Officers of the Board of Trustees, Duties.

(a) Election of Chairman and Vice-Chairman

At the first meeting after June 30 of each year, the Board of Trustees shall elect one of their own members as Chairman and one as Vice-Chairman, and designate such committees of the Board, and endow them with such powers, as may be deemed proper and wise for the management of the affairs of the institution. The Chairman shall appoint the committees so designated. A quorum of the Board of Trustees for the transaction of business shall consist of a majority of the members of the Board. All actions of the Board of Trustees shall be taken by a majority vote, a quorum being present. (Chapter 116, Section 46, Sub-section 4)

In the absence of the Chairman and the Vice-Chairman, the Board may appoint someone from their number to preside for the time being.

(b) President.

The President shall have and exercise full executive authority over the college subject to the direction and control of the Board of Trustees.

As the chief executive, he shall be responsible for presentation of all college policies and recommendations to the General Assembly, the Governor, the Board of Trustees, State budget officers and commissions and the Federal Government.

The President, as the chief executive officer of the college, shall formulate the educational and administrative policies of the college, and he shall perform all duties prescribed by the Board of Trustees.

He shall be responsible to the Board of Trustees for the prompt and effective execution of all laws relating to the college, and all resolutions, policies, rules, and regulations adopted by the Board for the operation of the college; and his discretionary powers shall be broad enough to enable him to meet his extensive responsibilities.

He shall make all nominations for appointments for terms of more than one year and all recommendations for promotions, salaries, transfers, suspensions, and dismissals of administrative officers, members of the institutional staff, and all other employees of the college.

He shall be responsible to the Board of Trustees for the preparation of the budget and its presentation to the Budget Commission, the General Assembly and Committees of the General Assembly for the development and maintenance of the college.

The President shall assume, and retain at all times, control over the budgets of the college. He shall approve revisions of the budgets and shall approve expenditures under the budget.

The President shall establish an organization to carry out effectively the policies of the college. He shall interpret the organization to the Board of Trustees and to the officers and faculty of the college. He shall insure that the college is properly staffed with personnel competent to discharge their responsibilities effectively, and that adequate opportunities are provided for the development and advancement of such personnel.

In carrying out his duties and responsibilities, the President may delegate to subordinate officers portions of those duties with the required authority for their fulfillment. However, this shall not reduce the President's overall responsibility for those portions of duties which he may delegate.

The President shall prepare and submit to the Board of Trustees an annual report to correspond with the college's fiscal year and such special reports concerning the college as he may deem wise and as the Board may require.

(c) Secretary.

The Trustees shall elect annually a Secretary, provided that the person so elected may, but need not be, a Trustee.

(d) Treasurer.

The Trustees shall elect annually a Treasurer, provided that the person so elected may, but need not be, a Trustee.

One person may be elected to serve as both Secretary and Treasurer. The officers so elected shall serve for one year or until their successors in office shall be duly elected.

Section 3-1. Minutes of the Board.

The Secretary shall be responsible for the keeping of the minutes of all the meetings of the Board; shall file, index and preserve all minutes, papers and documents pertaining to the business and proceedings of the Board; shall be custodian of the Wilmington College Seal and all the records of the Board, and shall attest the execution by the Chairman of all the Wilmington College legal documents and instruments.

The Secretary shall notify the members of the Board of all meetings in accordance with provisions of Section 7-1 of these bylaws. Within ten days after each meeting of the Board, the Secretary shall transcribe the minutes of the meeting and mail a copy to each member of the Board.

Section 4-1. Agenda for Board Meetings.

A copy of the agenda for all regular meetings of the Board, and insofar as practicable, copies of all reports to be presented to said meeting, shall be mailed to each member of the Board by the Secretary at least five days before such meeting. This provision shall not be construed to prohibit the presentation of business not on the agenda by members of the Board.

Section 5-1. Regular and Special Meetings of the Board.

It shall be the duty of the Board of Trustees to hold not less than two regular meetings a year as fixed by the Trustees, at which the Board shall consider recommendations of the President of the institution, and transact such other business as may properly come before it. The Board of Trustees may also hold special meetings from time to time upon the call of the Chairman of the Board. (Chapter 116, Section 46, Sub-section 3)

Any matter of business relating to Wilmington College may be considered at a special meeting of the Board of Trustees, except:

(1) No special meeting shall have power to revoke or alter any order, resolution or vote of a regular meeting unless it be stated in the call that such is the purpose of the meeting.

(2) The Board may at regular meetings, by resolution, vote, or ordinance, from time to time, as to it shall seem meet, limit, control or restrain the business to be transacted, and the power to be possessed and exercised by special meetings of the Board, called according to law, and the

powers of such special meetings shall be limited, controlled and restrained accordingly.

Section 6-1. Quorum of Committees.

A majority of the voting members of any committee of the Board of Trustees shall constitute a quorum.

Section 7-1. Notice of Meetings.

(a) Board of Trustees.

Upon request of the Chairman, the Secretary shall mail to each member of the Board of Trustees, a notice of time and place of meetings as follows:

- (1) Regular meetings: a notice of not less than five days.
- (2) Special meetings: a notice of not less than five days, except that in the discretion of the Chairman, a notice of two days may be given to each member by telephone.

(b) Executive Committee.

Upon request of the Committee Chairman, the Secretary shall mail to each member of the Executive Committee a notice of the time and place of the meetings as follows:

- (1) A notice of three days except in emergency situations, in the discretion of the Committee Chairman, a notice of one day by telephone may be given.

Section 8-1. Order of Business.

The order of business for all meetings of the Board of Trustees shall be as follows:

- (a) Roll Call.
- (b) Correction and approval of all minutes of regular and special meetings not already approved by the Board at the preceding regular meeting.
- (c) Reports and recommendations of:
  - (1) The President of Wilmington College, who may call upon members of his staff for reports.
- (d) Reports of Standing Committees.
- (e) Reports of Special Committees.
- (f) Unfinished business.
- (g) New Business.

Section 9-1. Rules of Order.

Except as changed by specific rules and regulations enacted by the Board of Trustees of Wilmington College, Robert's RULES OF ORDER shall constitute the rules of parliamentary procedure applicable to all meetings of the Board of Trustees and its several committees.

Section 10-1. Powers of the Board of Trustees.

(a) The Board of Trustees is hereby constituted a body corporate and an agency of the State of North Carolina under the name and style of "The Board of Trustees of Wilmington College," and by that name may sue and be sued, make contracts, acquire real and personal property by gifts, purchase, or devise, and exercise such other rights and privileges as are ordinarily exercised by corporations of like character and as are necessary for the proper administration of the affairs of said institution.

(b) The Board of Trustees and its successors in office shall hold in trust for the State of North Carolina title to all property now held, or which shall be later acquired by said Board.

(c) The Board of Trustees shall be responsible for the management of all the affairs of the institution, subject to the applicable laws of the State of North Carolina, and shall have the duty to provide for the handling and expenditure of all moneys whatsoever belonging to, appropriated to, or in any way acquired by the institution; it shall provide for the erection of all buildings, the making of all needed improvements, the maintenance of the physical plant of said institution, and may do all things deemed useful and wise for the good of the institution.

(d) It shall be the duty of the Board of Trustees to elect a President of the institution and to fix his salary within the schedule provided by law, and to fix his tenure of office. Upon recommendation of the President, it shall be the duty of the Board of Trustees to elect other officers, teachers, and employees, to fix their duties, tenure of office, and within the schedule provided by law, their salaries. The Board of Trustees shall also establish bylaws for the management of the institution's affairs, and rules and regulations for the general managements of the institution, and the discipline of the students.

(e) The Board of Trustees, upon recommendation of the faculty, is hereby authorized and empowered to confer or cause to be conferred such degrees as are usually conferred by similar institutions, subject to the authority of the North Carolina Board of Higher Education to determine and approve the kinds of degrees to be conferred by the institution.

(f) Under the now existing plan of operation, the institution may continue operating a campus laboratory or demonstration school, consistent with the appropriations made therefor.

The foregoing powers are set forth in Chapter 116, Section 46, Sub-section 5, of the General Statutes of North Carolina, and such other powers as are conferred by law of the State of North Carolina are also vested in the Trustees.

Section 11-1. Standing Committees of the Board of Trustees.

The title, membership, terms of office and duties of the standing committees of the Board of Trustees shall be as set out in this section.

(a) The Executive Committee.

The Executive Committee shall consist of five members who shall be

members of the Board who shall serve for a term of one year beginning August first following their appointments.

The Executive Committee shall be appointed by the Chairman of the Board of Trustees, and the Chairman of said Committee shall also be appointed by said Chairman of the Board of Trustees.

Special meeting may be held at the discretion of the Chairman of the Committee or upon request of two members of the Committee.

The Executive Committee shall have full power to act for the Board of Trustees except that it shall not have the power to revoke any order, resolution or vote of a regular or special meeting of the Board of Trustees, and it shall not have power to elect a President or other officer of the college.

The Executive Committee shall report in writing all of its action to the Board of Trustees.

(b) The Finance Committee.

The Finance Committee shall consist of three Trustees who shall serve for a period of one year beginning on the August first following their appointments.

It shall be the duty of the Finance Committee to direct and supervise the expenditure, collection and investment of Wilmington College moneys and to oversee the preparation of proposed budgets.

The Finance Committee shall be appointed by the Chairman of the Board of Trustees, and its Chairman shall be designated by him.

(c) The Building Committee.

The Building Committee, consisting of five Trustees, shall serve for a period of one year beginning the August first following their appointments.

The Building Committee shall be appointed by the Chairman of the Board of Trustees who shall also designate its chairman.

After receiving the recommendations of the President and other officers of the college, the duty of the Building Committee shall, subject to all legal requirements, relative to the construction of buildings owned by the College Board of Trustees, be as follows:

- (1) Selection of architects or engineers for buildings and improvements requiring such professional services.
- (2) Approval of building sites.
- (3) Approval of plans and specifications.
- (4) Final acceptance of all completed buildings and projects.
- (5) Oversee repairs and maintenance to existing structures.

(d) Student Activity Committee shall consist of five members

who shall be members of the Board and who shall serve for a term of one year beginning on August first following their appointments.

The Committee shall be appointed by the Chairman of the Board of Trustees who shall also designate its chairman.

It shall be the duty of the Student Activity Committee to direct and supervise all student activities in the nature of athletics, social events, and other matters of a non-academic nature.

(e) Public Relations Committee.

The Public Relations Committee shall consist of five Trustees who shall serve for a period of one year beginning on the August first following their appointments.

The Committee shall be appointed by the Chairman of the Board of Trustees who shall also designate its chairman.

It shall be the duty of the Public Relations Committee to supervise and oversee all news releases and other forms of publicity which reflect upon or tend to reflect upon the position which the college holds in the community.

Section 12-1. Special Committee of the Board of Trustees.

Special Committee of the Board of Trustees or of the Executive Committee may be created by these bodies to take charge of subjects specifically referred to them. Such committees shall be appointed in the manner prescribed for the appointment of other committees, and shall consist of the number of members, and shall have such powers, as may be ordered by resolution at the time of their appointment, and shall cease to exist when their functions have been discharged. The Chairman of any Special Committee shall submit the report of his committee in writing signed by all members agreeing thereto. A minority may submit a dissenting report in like manner.

Section 13-1. Reference to Committees.

All matters presented to the Board of Trustees or to the Executive Committee, except routine business, which come within the sphere of interest or Activity of any Standing Committee, shall be submitted to the appropriate committee for investigation and report; provided, however, that the Board may proceed to consider any matter without referring it to committee if a majority of those present vote for immediate consideration. The recommendations of the appropriate committees shall be submitted to the Board of Trustees in writing.

Section 14-1. Amendments, Suspensions.

These bylaws may be amended at any regular or special meeting of the Board of Trustees by a vote of a majority of those present; but no amendment may be considered by the Board unless it has been filed with the Secretary and a copy has been mailed to each member of the Board at least ten days before the meeting in which the amendment is to be offered.

Any bylaw may be suspended at any regular or special meeting of the Board of Trustees for that meeting by consent of three-fourths of all members present.

As amended-September 30, 1968  
Date

Mr. Price, business manager, stated that he expected to receive within the next few days a loan agreement from the Federal Government for the dormitories and the cafeteria and he would like for a resolution to be passed giving the President the authority to sign this agreement.

R E S O L U T I O N

STATE OF NORTH CAROLINA:

COUNTY OF NEW HANOVER:

RESOLVED, That Wilmington College is authorized to obtain a College Housing Loan in the amount of \$1,055,000 from the United States Department of Housing and Urban Development for the construction of two dormitories and a cafeteria, and that the President of Wilmington College is authorized to execute in the name of Wilmington College the Loan Agreement with the Department of Housing and Urban Development containing the conditions under which the loan will be made.

Done at Wilmington, North Carolina, this 30th day of September 1968.

TRUSTEES OF WILMINGTON COLLEGE

BY: \_\_\_\_\_  
Chairman

Attest: Mrs. Cyrus Hogue Jr.  
Secretary

Mr. Hewlett moved this resolution be adopted. Motion seconded by Mr. Trask. Motion carried.

Mr. Price stated that at the meeting of the Board on July 23, he was authorized to expend \$1,000 for the Art Exhibit Program and \$800 for the President's discretionary fund, but was not advised as to where this money would come from. It was the consensus of the Board that this money was to come from the Kenan Income Fund, and Mr. Price asked for a motion to this effect. Mr. Hewlett moved these expenditures be made from the income of the Kenan Income Fund. Seconded by Mr. Trask. Motion carried.

A resolution from the Wachovia Bank in reference to a loan for the paving of the roads and parking areas was presented by Mr. Price. He explained that the exact figures could not be completed at the time the resolution was written and asked for authorization of a signature for this loan. Mr. Hewlett moved that the matter be referred to the Finance Committee and the chairman of this committee be authorized to sign any necessary papers. Motion was seconded by Mr. Schwartz and passed.

R E S O L U T I O N

STATE OF NORTH CAROLINA :

COUNTY OF NEW HANOVER :

WHEREAS, by Chapter 116 of the General Statutes of North Carolina, The Board of Trustees of Wilmington College, a body corporate and an agency of the State of North Carolina (hereinafter sometimes called the "Board"), is vested with responsibility for the management of all the affairs of Wilmington College (hereinafter sometimes called the "College"), at Wilmington, North Carolina, subject to the applicable laws of the State of North Carolina; and

WHEREAS, the Board is authorized by Sections 115-46(5) of the General Statutes of North Carolina (hereinafter sometimes called the "Act") to make contracts and exercise such other rights and privileges as are ordinarily exercised by corporations of like character and as are necessary for the proper administration of the affairs of the institution; and

WHEREAS, the Board is authorized by the Act to fix and revise from time to time and charge and collect from students enrolled at the institution under its jurisdiction such student fee or fees for such privileges and services and in such amount or amounts as the Board shall determine, such fees to be so fixed and adjusted, with relation to other revenues available therefor, as to provide funds pursuant to the requirements of the resolution authorizing or securing promissory notes at least sufficient with such other revenues, if any, (a) to pay the cost of maintaining, repairing and operating such project or projects and any existing facilities any part of the revenues of which are pledged to the payment of the notes issued for such project or projects, (b) to pay the principal of and the interest on such notes as the same shall become due and payable, and (c) to create and maintain reserves for such purposes; and

WHEREAS, the existing student parking areas at the College are inadequate, and it is necessary and desirable and the Board has determined to construct additions and alterations to said existing student parking areas, with necessary appurtenant facilities (said addition and alterations being hereinafter sometimes called the "Project") to provide additional student parking facilities for students at the College; and

WHEREAS, the Board heretofore established by a resolution adopted by the Board and is now collecting from all full-time students at the College a student activity fee (herein called the "Student Activity Fee") of \$75.00 for the regular academic year; and

WHEREAS, the Board has determined to issue its promissory note, secured by a pledge of \$ 15,000 of the Student Activity Fee for the regular academic year, in the aggregate principal amount of Seventy-Five Thousand Dollars (\$75,000.00) for the purpose of providing funds for paying the cost of the Project; now, therefore,

BE IT RESOLVED by the Board of Trustees of Wilmington College:

1. The Board covenants that it will at all times fix, charge and collect

from all full-time students at Wilmington College the Pledged Student Activity Fee in the amount of \$ 4.50 of the Student Activity Fee of \$75.00 for the regular academic year heretofore established by resolution adopted by the Board, and that from time to time and as often as it shall appear to be necessary it will increase the Pledged Student Activity Fee so that the revenues derived therefrom will be not less than \$15,000 in each fiscal year and will at all times be sufficient, with any other available funds, to provide a sum which will be sufficient to pay the principal and the interest on the note as the payments on the same shall become due.

2. A special fund is hereby created and designated "Wilmington College Revenue Fund Account." The Board covenants that, at the commencement of each regular academic quarter session, following the charge and collection above referred to, it will deposit with the Wachovia Bank and Trust Company, in Wilmington, North Carolina, to the credit of the Revenue Fund Account and held in the custody of the Treasurer of the Board, separate and apart from all other funds, the sum of not less than \$ 15,000 from the revenues derived from the Pledged Student Activity Fee. Moneys in the Revenue Fund Account shall be expended and used by the Treasurer of the Board only in the manner and order herein specified.

Done at Wilmington, North Carolina, this 30th day of September, 1968.

Mr. Price also requested a resolution for the signing of a promissory note with the Wachovia Bank and Trust Company concerning the loan of \$75,000.00. Mr. Hewlett moved the President and the Business Manager be authorized to sign a promissory note from the Wachovia Bank and Trust Company, in the amount of \$75,000.00, plus interest, for the construction of parking areas. Mr. Trask seconded the motion. Motion carried.

DIRECTORS' RESOLUTION AUTHORIZING THE BORROWING OF MONEY FROM  
WACHOVIA BANK AND TRUST COMPANY

RESOLVED, that this corporation is authorized, from time to time and without limitation, to obtain credit, to discount notes and other receivables with, and to borrow money from, Wachovia Bank and Trust Company (hereinafter called the Bank), and that the amount to be borrowed, the maturities, interest rates, security (if any), and all other terms and provisions of any loan or credit arrangement be left to the discretion of any two of the following officers of the corporation, or their successors in office.

the President and the Business Manager of Wilmington College  
("The President, the Secretary, the Treasurer, any Vice President,  
any Assistant Treasurer, etc.")

and that such officer(s) be and they hereby are authorized to execute in the name of this corporation agreements, indemnities, guarantees, notes and other instruments evidencing such credit arrangements, loans or renewals thereof, and to endorse, assign, and guarantee receivables and other obligations discounted.

RESOLVED, that such officer(s) be and they hereby are authorized to give as security for any loans to be obtained from, for credit arrangements with, and for any other liabilities of this corporation to the Bank, then existing or thereafter arising, whether due or not due, however arising or evidenced,

any of this corporation's assets, including, but not being limited to, any of the following and combinations thereof: mortgages or deeds of trust upon real or personal property; pledges of tangible property and pledges or assignments of intangible properties such as stocks, bonds, or other securities, accounts receivable, rents, warehouse receipts, bills of lading, and insurance policies, and the bank is authorized to sell, assign and endorse for transfer certificates representing stocks, bonds or other securities now registered or hereafter registered in the names of this corporation; and such officer(s) are authorized to make agreements limiting the rights of this corporation while any such loans remain unpaid or any such credit arrangements are in existence. If the officer (s) specified above exercise their authority to obtain loans, enter into credit arrangements or give security therefor, any other officer or employee is authorized to do all things necessary, convenient, or proper in connection with obtaining the loan or credit arrangement or giving and perfecting the security.

RESOLVED, that all transactions by any of the officers or representatives of this corporation, in its name and for its account with the Bank prior to this meeting, be and the same are hereby ratified and approved.

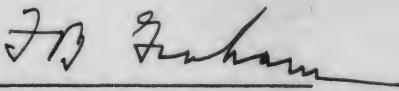
RESOLVED, that the foregoing powers and authority shall continue in full force until written notice of revocation has been given to the Bank and its receipt obtained therefor.

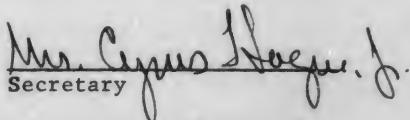
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Mr. Marshall brought to the attention of the Board the fact that there are not enough undergraduates completing undergraduate work on a level that is high enough to fill the need in graduate areas and professional areas. He feels the first goal of the college should be to provide a number one undergraduate program. For the present time this would fill our greatest need. He would like to see great emphasis placed in this area.

Mr. Marshall also suggested that the Board of Trustees would do well to investigate a more suitable place for holding meetings of the Board. After some discussion the Building Committee was asked to find a more suitable place for the Board to meet.

The meeting was adjourned at 8:45 p.m.

  
\_\_\_\_\_  
Chairman

  
\_\_\_\_\_  
Secretary

Minutes

The regular meeting of the Board of Trustees of Wilmington College was held on Tuesday, October 22, 1968, in the Board Room in the Wilmington College Administration Building.

Seven Members Present: Mr. Frederick Coville; Mrs. Cyrus D. Hogue, Jr.; Mr. Alan A. Marshall; Mr. B. D. Schwartz; Mr. James Smith; Mr. L. Bradford Tillery; and Mr. Raiford G. Trask. Present for the College were Dr. William H. Wagoner; Dr. J. Paul Reynolds; Mr. J. Marshall Crews; Mr. David E. Warner, Jr.; and Mr. Gary Chadwick. Representing the Star-News Newspapers, Inc., was Mrs. Carolyn Zimmerman; WWAY, Mr. Al Moffett; WMFD, Mr. John Powell; Ballard, McKim and Sawyer, Architects, Mr. Frank Ballard and Mr. John Jefferies; Leslie Boney, Architect, Mr. Leslie Boney, Jr., and Mr. Charles Boney.

In the absence of Mr. Frederick Graham, Chairman, Mr. B. D. Schwartz, Vice Chairman, called the meeting to order, and Mr. L. Bradford Tillery opened the meeting with prayer.

Mr. Smith moved the Board dispense with the reading of the minutes for the September meeting and that they be approved. Seconded by Mr. Trask. Motion carried.

Report of the President:

Dr. Wagoner welcomed the visiting architects and asked that he be allowed to deviate from the agenda so that they may make their reports and be excused from the general meeting. Before receiving a report from Mr. Frank Ballard, architect for the Chemistry-Physics building, Dr. Wagoner stated that in his opinion this was the most needed building on the campus at the present time. After much discussion concerning the delays in completing this building, Mr. Ballard gave a firm occupancy date of November 1. He also said that he had requested State inspection on this date, which will fall on Friday, and students would definitely be able to attend classes in this building the following Monday.

Dr. Wagoner then asked Mr. Charles Boney for a report on the status of the Library Building. Delays concerning this building were also discussed. Mr. Boney explained there were no major problems other than the shelving, which would be a compulsory item for occupancy. After an explanation by Mr. Boney as to the delay in receiving the shelving, he stated "November 28 may be the best estimated date" for occupancy of the Library building.

Bids are scheduled to be opened November 19, at 2:30 p.m. in 121 Kenan Hall for the dormitories. Dr. Wagoner requested as many board members as could to please attend this opening.

Mr. Ballard stated that Property Control had received plans for the cafeteria and that they had been cleared. He hoped a bid date would be set by the first of December.

Mr. Boney reported on the status of the Kenan Auditorium, saying that plans had gone to Property Control for review and this would take about six weeks.

In referring to the Education-Psychology building, Dr. Wagoner recalled the fact that this building had been bid and gone over the appropriated amount. He stated that after concentrated efforts by those involved, the budget department went along with the transfer of some \$48,000 into this account for us from the Roads nad Parking Areas, but we would have to forego the loop road. Contracts are now ready to be let. Mr. Ballard said he thought he would be able to start construction about the second week in November.

Mr. Schwartz thanked the architects for coming and bringing members of the board this information on the status of the buildings in question.

Mr. Trask reported on the paving of the parking lots stating that parking lots two and three were completed and the large parking lot back of Hoggard Hall was 60% completed. The estimated completion date for this project is November 15.

Dr. Wagoner attended a Presidents' Council meeting held on the campus of The University of North Carolina at Greensboro, October 17. He stated that recommendations regarding budgetary procedures would be coming from the Council to the General Assembly at a later date and he would like at that time to discuss them with the Board.

Dr. Wagoner recalled to board members that at an earlier meeting of the Board the newly elected chairman stated that one of the major points of interest for the College in the future would be in oceanography, with particular interest on marine biology. The Biology Department has been interested in finding a place on the water which would be suitable for experimentation. Contact has been made with Dr. Ralph Brauer of the Wrightsville Marine Bio-Medical Laboratory and he has made a favorable reply for the College to use the facilities of the Laboratory. It is to be understood that the Laboratory will retain possession of any permanent equipment, but all movable equipment which the College places there may be removed. The use of this laboratory may be obtained in exchange for some of our computer time. This seems to be a very satisfactory arrangement. After a complete discussion, Dr. Wagoner recommended to the Board that we enter into this agreement with Dr. Brauer subject to our investigation of the legal aspects and checking out with Property Control and other agencies to be sure that they are in agreement. Mr. Marshall moved the Board accept this agreement subject to investigation of the legal aspects. Motion was seconded by Mr. Smith. Motion carried. It was suggested that Mr. Hewlett, Chairman of the Oceanography Committee, be informed of this arrangement immediately.

The following memorandum was received by Dr. Wagoner from Dr. Doss, Chairman of the Professional Relations Committee, concerning the faculty and tax sheltered annuities:

"After talking informally with many faculty members and announcing to all at the September faculty meeting, the Professional Relations Committee concluded that it would not be feasible to add any additional insurance companies to our list of approved companies offering tax sheltered annuities.

Several faculty members were interested in information concerning tax sheltered annuities but would not care to participate in this program at this time."

In the absence of the chairman Dr. Wagoner reported that the Inauguration Committee was completely organized and hard at work.

Reporting on the status of The University of North Carolina-Wilmington College Study, Dr. Wagoner said that on a previous occasion it was announced that a report of this study would be made at a meeting of The University Board on October 28. The report will not be made at this time as the Board of Higher Education is making a comprehensive study of total higher education in the State. Reports from the Board of Higher Education will be issued November 26, and The University Board felt that it would prefer holding any decision on this particular matter until December 2.

The administration of the College is continuing to have a series of meetings with the Student Leaders on the campus, and Dr. Wagoner welcomed Mr. Gary Chadwick, president of the Student Body to the meeting of the Board of Trustees, commanding him for the admirable job he has done as a student leader. Dr. Wagoner plans to continue these meetings.

Dr. Wagoner reported for Mr. Graham on the meeting in Denver, Colorado, of the Association of Governing Board, stating that he thought Mr. Graham enjoyed this meeting very much and that he found it most beneficial.

The General Electric Corporation has donated to Wilmington College a video tape recorder. Dr. Wagoner stated that this equipment is very expensive and greatly appreciated by the College. He asked permission of the Board to write to General Electric in their behalf and thank them for this donation.

#### Committee Reports:

Finance Committee - Mr. Marshall, chairman, reported. Recently several requests for financial help have been presented to Dr. Wagoner and Mr. Marshall from various departments and faculty members. After discussion of these requests a suggestion was made by Mr. Marshall that a committee be set up for the purpose of budgeting the available funds to be used for these requests over the fiscal year. This committee would be composed of the finance committee, the president, and a faculty member recommended by the president. This committee would recommend to the Board of Trustees a method of processing the requests for special funds. Mr. Schwartz called for a motion and Mr. Marshall moved this committee be appointed. Motion was seconded by Mr. Tillery. Passed.

Oceanography Committee - Dr. Wagoner reported for Mr. Hewlett stating that Mr. John Burney had advised Mr. Hewlett of a meeting of various states in the area of oceanography will be held in Florida sometime around November first. Mr. Hewlett recommends to the Board that the Board authorize some person from Wilmington College to attend this meeting. Mr. Trask moved that definite information be obtained from Mr. Burney and someone be authorized to attend this meeting. Mr. Marshall seconded the motion. Motion carried.

Public Relations - Mr. Warner, director of College Relations announced the first lecture of the series for this year. Dr. Thomas K. Cureton, Jr., will lecture on "Physical Fitness" in the Student Services Building on Thursday evening at eight o'clock.

Dr. Wagoner read the following Loan Agreement Resolution:

"RESOLUTION APPROVING A LOAN AGREEMENT WITH THE UNITED STATES OF AMERICA AND AUTHORIZING ITS EXECUTION BY THE PRESIDENT OF WILMINGTON COLLEGE.

BE IT RESOLVED by The Board of Trustees of Wilmington College, as follows:

Section 1. The Loan Agreement, dated as of October 1, 1968, by and between The Board of Trustees of Wilmington College and the United States of American, in the form presented to this meeting, relating to Project No. CH-NC-155(D), and in which the Board agrees to sell and the United States of America agrees to purchase, subject to the conditions set forth in said Loan Agreement, \$1,055,000 Wilmington College Dormitory and Dining Hall Revenue Bonds of 1969 is hereby approved.

Section 2. The President of Wilmington College is hereby authorized to execute said Loan Agreement on behalf of The Board of Trustees of Wilmington College, under the official seal of said Board, attested by the Secretary of said Board.

Section 3. The President of Wilmington College is authorized to request such amendment or waiver of any provision in said Loan Agreement which in the President's judgment may be necessary to effectuate the purposes of said Board of Trustees, subject to approval by the Executive Committee of any amendatory loan agreement providing for any such amendment and its authorization of the execution thereof."

Mr. Marshall moved this resolution be adopted. Seconded by Mr. Trask. Motion carried.

A request was made by Dr. Wagoner that Mr. Price, business manager, be authorized to solicit proposals for interim financing of two dormitories and a cafeteria up to \$1,055,000 from local banks. Mr. Marshall moved Mr. Price be authorized to solicit these proposals. Seconded by Mr. Tillery. Motion carried.

Mr. Tillery recalled that at earlier meetings of the Board a suggestion was made that the head of some department would attend the monthly meeting of the Board, in order to keep the members informed of the progress being made at the College. Dr. Wagoner stated he would arrange for some department to be represented at the November meeting..

The meeting was adjourned at 9:15 p.m.

J.B. Graham  
\_\_\_\_\_  
CHAIRMAN

Mrs. Cyrus Hogue, Jr.  
\_\_\_\_\_  
SECRETARY

RESOLUTION APPROVING A LOAN AGREEMENT  
WITH THE UNITED STATES OF AMERICA AND  
AUTHORIZING ITS EXECUTION BY THE  
PRESIDENT OF WILMINGTON COLLEGE

BE IT RESOLVED by The Board of Trustees of Wilmington College, as follows:

Section 1. The Loan Agreement, dated as of October 1, 1968, by and between The Board of Trustees of Wilmington College and the United States of America, in the form presented to this meeting, relating to Project No. CH-NC-155(D), and in which the Board agrees to sell and the United States of America agrees to purchase, subject to the conditions set forth in said Loan Agreement, \$1,055,000 Wilmington College Dormitory and Dining Hall Revenue Bonds of 1969 is hereby approved.

Section 2. The President of Wilmington College is hereby authorized to execute said Loan Agreement on behalf of The Board of Trustees of Wilmington College, under the official seal of said Board, attested by the Secretary of said Board.

Section 3. The President of Wilmington College is authorized to request such amendment or waiver of any provision in said Loan Agreement which in the President's judgment may be necessary to effectuate the purposes of said Board of Trustees, subject to approval by the Executive Committee of any amendatory loan agreement providing for any such amendment and its authorization of the execution thereof.

EXCERPTS FROM MINUTES OF MEETING OF THE  
BOARD OF TRUSTEES OF WILMINGTON COLLEGE  
HELD ON OCTOBER 29, 1968

The Board of Trustees of Wilmington College met at the  
College on October <sup>22</sup> 1968 at 7:30 o'clock P.M., in a  
regularly scheduled meeting with the following members present:

Mr. Frederick Coville; Mrs. Cyrus Hogue, Jr.; Mr. Alan A. Marshall;  
Mr. B. D. Schwartz; Mr. James M. Smith; Mr. L. Bradford Tillery and  
Mr. Raiford G. Trask.

Absent: Mr. William H. Corbett; Mr. F. B. Graham; Dr. C. E.  
Hartford; Mr. Addison Hewlett, Jr.; and Mr. Eugene  
B. Tomlinson, Jr.

Also present: Dr. William H. Waggoner; Dr. J. Paul Reynolds;  
Mr. J. Marshall Crews; Mr. David E. Werner, Jr.; and  
Mr. Gary Chadwick.

The following resolution, upon motion of Mr. Alan A. Marshall  
seconded by Mr. Raiford G. Trask, was adopted by unanimous vote,  
all members present voting affirmatively:

RESOLUTION APPROVING A LOAN AGREEMENT  
WITH THE UNITED STATES OF AMERICA AND  
AUTHORIZING THE EXECUTION BY THE  
PRESIDENT OF WILMINGTON COLLEGE

The resolution mentioned above and adopted by the Board  
is attached hereto and made a part hereof and is set forth in  
full in the minutes of this meeting.

CERTIFICATE OF SECRETARY AS TO EXCERPTS  
FROM MINUTES OF MEETING OF THE BOARD OF  
TRUSTEES OF WILMINGTON COLLEGE

I, Mrs. Cyrus Hogue, Jr., Secretary of The Board of Trustees of Wilmington College and keeper of the records, including the minutes of the proceedings of said Board, DO HEREBY CERTIFY that:

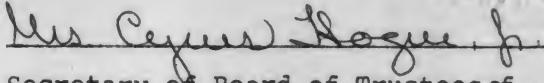
1. The attached copy of excerpts from the minutes of The Board of Trustees of Wilmington College held on October ~~29~~, 22, 1968 is a true, correct and compared copy of the whole of the original minutes of said meeting on file and of record in so far as the same relates to the matters therein referred to.

2. Said meeting was duly called by the Secretary of said Board and a quorum of said Board was present at said meeting.

3. Said meeting was duly convened and held in conformity with all applicable requirements; and all other proceedings and requirements incident to the proper adoption of each resolution have been duly fulfilled, carried out and otherwise observed.

4. Attached hereto is a true, correct and compared copy of the resolution of The Board of Trustees adopted October ~~29~~, 22, 1968, all as referred to in the excerpts from the minutes of the meeting of The Board of Trustees attached hereto.

WITNESS my hand and seal of The Board of Trustees of Wilmington College, this 22 day of October, 1968.

  
Mrs. Cyrus Hogue, Jr.  
Secretary of Board of Trustees of  
Wilmington College

Minutes

The regular meeting of the Board of Trustees of Wilmington College was held on Tuesday, December 10, 1968, in the Board Room in the Wilmington College Administration Building.

Eight Members Present: Mr. Frederick Coville; Mr. Frederick Graham; Dr. C. E. Hartford; Mrs. C. D. Hogue, Jr.; Mr. B. D. Schwartz; Judge L. Bradford Tillery; Mr. Eugene B. Tomlinson, Jr.; and Mr. Raiford G. Trask. Present for the College were Dr. William H. Wagoner; Dr. J. Paul Reynolds; Mr. J. Marshall Crews; Mr. David E. Warner, Jr.; Mr. Thomas P. Brown; Dr. Jackson Sparks; Dr. Lloyd Bishop; and Mr. William Lowe. Mr. Frank Ballard represented Ballard, McKim and Sawyer, Architects, and Leslie Boney, Architect, was represented by Mr. Leslie Boney, Jr. Representing the Star-News Newspapers, Inc. was Mrs. Carolyn Zimmerman; WWAY-TV, Mr. Al Moffett; and WMFD Radio, Mr. John Powell.

Mr. Frederick Graham, chairman, called the meeting to order at 7:30 p.m., and Mr. Eugene B. Tomlinson, Jr., opened the meeting with prayer.

Dr. Hartford moved the Board dispense with the reading of the minutes for the Spetember meeting and that they be approved. Seconded by Judge Tillery. Motion carried.

Report of the President:

At an earlier meeting of the Board, Dr. Wagoner recalled that a suggestion was made that a member of the faculty from each department be invited to present to the Board, on different occasions, a report of the progress being made in their particular area. Dr. Jackson Sparks, chairman of the Department of Modern Languages was presented by Dr. Wagoner. Dr. Lloyd Bishop and Mr. William Lowe, members of this department were also introduced to the Board. Dr. Sparks gave a most interesting and informing report, stating the objectives; language taught; enrollment; and recommendations. In his recommendations he asked that the College give consideration to the construction of a Language building to house the Modern Languages Department and the English Department. He also stated that the department is especially interested in the establishment of a system of sabbatical leaves, possibly through the use of endowment funds. Mr. Graham, chairman, thanked Dr. Sparks for his excellent presentation, and assured him that his recommendations would be considered by the Board.

In order to have a line of communication with the faculty, Dr. Wagoner pointed out that he had requested the Faculty Relations Committee to elect from the faculty a President's Advisory Committee consisting of nine members who would meet periodically. The first meeting of this committee was held December 5, at 4:30 p.m., in the President's Office. The following faculty members were elected to serve:

<u>Three-year term</u>	<u>Two-year term</u>	<u>One-year term</u>
Dr. James Parnell	Mr. Earl Allen	Mr. Doug Swink
Mr. Robert Appleton	Mr. Carl Dempsey	Dr. Lloyd Bishop
Mr. Carl Gay	Dr. Joanne Corbett	Mr. Rolla Nelson

The Inaugural Committee, chaired by Dr. Will S. DeLoach, has been hard at work. This committee has met several times, also in subcommittee, and the decision of the two committees has been to hold the inauguration Thursday, May 1, 1969. Dr. Wagoner was asked to choose the guest speaker for the occasion and has chosen Dr. James Ralph Scales, president of Wake Forest University, his undergraduate institution. When details for the event are finalized, plans will be sent to members of the Board.

Negotiations are being completed by Mr. Price with Dr. Brauer and Mr. Walter Craven of the Wrightsville Marine Bio-Medical Laboratory for use of their laboratory in exchange for Wilmington College's computer service. Dr. Wagoner recalled that a committee had been appointed by the Board of Trustees to look into the Marine Sciences for the College. This committee met with Governor Moore and pointed out the intent of Wilmington College in this field. On October 30, 1968, Governor Moore announced the appointment of a 20-member Marine Science Council to accelerate North Carolina's interest in the State's marine resources. Mr. Addison Hewlett, Jr., was appointed chairman of the Council and Dr. William Wagoner was asked to serve on the Technical Coordinating Committee. In conjunction with this a meeting was held in Miami, Florida, November 20-23, which included representatives from all of the Maritime States. Dr. Wagoner and Mr. Hewlett attended this meeting.

Dr. Wagoner stated that through the counsel of Norma O. Kirkum a check in the amount of \$6,003.51 had recently been received by the College. The counsel was Mr. Addison Hewlett, and Dr. Wagoner said that an expression of appreciation had been sent through the counsel to the Estate of Norma O. Kirkum. The disposal of the gift was referred to the Finance Committee.

A brochure was distributed by Dr. Wagoner showing the number of Wilmington College alumni working toward graduate degrees since graduation in 1965. He pointed out that there are many graduate programs in need of applicants and that Wilmington College students would be encouraged to make application in this area. Judge Tillery suggested that graduates of the junior college status in graduate school should also be compiled. Dr. Wagoner assured him that such a brochure would be prepared as soon as possible.

Mr. Ballard representing Ballard, McKim and Sawyer, Architects, and Mr. Leslie Boney, Jr., representing Leslie Boney, Architect, were recognized and asked to report on the bid openings for the dormitories and the cafeteria. Mr. Boney stated that bids scheduled to be opened November 19, 1968, on the general construction for the dormitories were deferred until December 10, due to the fact that there were not enough bids to be opened at this time. Bids for the cafeteria were opened December 10, 1968, at 2:30 p.m. in Kenan Hall 121, by Mr. Ballard. After tabulation the lowest bidding for the cafeteria was over the appropriation approximately \$46,000, which Mr. Ballard felt could be absorbed in the construction. Bids for the dormitories were opened at 3:30 p.m. by Mr. Leslie Boney, Jr. After tabulation the lowest bidding was over approximately \$369,000 on the dormitories, which caused great concern. After discussion the building committee was asked to revamp plans for the dormitories and to begin working on these plans immediately. At this time Mr. Schwartz made a motion that Dr. Wagoner be authorized to make a request to the Advisory Budget Commission for an extension of funds appropriated for the dormitories and the cafeteria until 1969. This motion was

amended by Judge Tillery that Dr. Wagoner also request additional funds for this construction, due to rising costs, and the motion and the amendment were seconded by Mr. Eugene Tomlinson and passed by the Board.

Dr. Wagoner reminded the Board that it would be necessary to submit to the Department of Housing and Urban Development for approval, the name of our proposed paying agent and alternate and depository bank. A motion was made by Mr. Tomlinson that this request be referred to the finance committee with power to act. Seconded by Dr. Hartford. Motion carried.

Final inspection will be made of the Library and Chemistry-Physics buildings on December 19, 1968, at 10:30 a.m. by the State Property Control and Construction Division. These buildings will be ready for complete occupancy at this time.

Dr. Wagoner read the following resolution in reference to a supplemental grant for the Education Building:

R E S O L U T I O N

"RESOLVED, That the Supplemental Application for federal assistance under Title I of the Higher Education Facilities Act of 1963 submitted by Wilmington College on November 26, 1968, for a supplemental grant of \$24,000 for the construction of the Education and Psychology building, Project No. 4-3-00358-0, is hereby ratified."

Mr. Trask moved this resolution be accepted. Motion was seconded by Mr. Tomlinson and passed. Mr. Ballard stated that ground would be broken for the Education Building the week of December 16, 1968.

The following memorandum was read by Dr. Wagoner regarding the status of the Kenan Auditorium:

M E M O R A N D U M

"TO: Dr. William H. Wagoner, President  
FROM: Mr. James A. Price, Business Manager  
SUBJECT: Kenan Auditorium

The construction Documents Phase drawings and specifications were forwarded to the Property Control and Construction Division for review on October 22, 1968.

The initial review has been completed by Property Control and their review comments sent to the architects on December 2, 1968.

The architects advised on December 4, 1968, that their answer to the review comments would be completed and forwarded to Property Control in approximately two weeks.

J. A. P."

The Advisory Budget Commission has allocated to Wilmington College the amount of \$15,000 for Advanced Campus Planning. After some discussion a motion was made by Mr. Schwartz that the authority to dispense these funds be given to the Building and Grounds Committee. Mrs. Hogue seconded the motion. Judge Tillery offered a substitute motion to read that the Building and Grounds Committee be asked to study the Advance Campus Planning and make recommendations to the Board for their consideration. Mrs. Hogue seconded the substitute motion and it was passed.

Dr. Wagoner read the following resolution regarding the award of contracts for the Education and Psychology building:

R E S O L U T I O N

"WHEREAS, bids were received on September 24, 1968, for the construction of the Education and Psychology building (North Carolina State Code 66327, Item 6; U. S. Department of Health, Education and Welfare Project No. 4-3-00358-0 and,

WHEREAS, the low bids received exceeded the funds available, negotiations were had with the low bidders in accordance with the North Carolina General Statutes (Chapter 148, Article 8) to bring the contract prices within the funds available. The low bids with the negotiated changes were approved by the North Carolina Property Control and Construction Division on November 18, 1968, and recommended for award.

RESOLVED, That contracts are approved and awarded to the following:

General Contract

Godwin Building Company	
Warsaw, North Carolina	
Base bid	\$ 352,400
Less negotiations	13,028
Total General Contract	\$ 339,372

Plumbing Contract

Ideal Plumbing Company	
Wilmington, North Carolina	
Base bid	\$ 24,100

Heating and Air Conditioning Contract

Jordan-Blanton-Myers	
Wilmington, North Carolina	
Base bid	\$ 85,840
Less negotiations	7,841
Total Contract	\$ 77,999

Electrical Contract

Graves Electric Company	
Wilmington, North Carolina	
Base bid	\$ 47,997
Less negotiations	4,223
Total Electrical Contract	\$ 43,774

Lab Equipment Contract

Bids rejected

Total Contracts	\$ 485,245
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BE IT FURTHER RESOLVED, That as funds become available that the laboratory equipment contract be reinstated or a new contract let for said equipment, as appropriate, to install said equipemt prior to the completion of the building.

Mr. Trask moved this resolution be adopted. Seconded by Dr. Hartford. Motion carried.

Dr. Wagoner presented a request made by Dr. Doris Baum in the amount of \$1,000 for assistance in the publishing of her manuscript "Traditionalism in the Works of Francisco de Guevedo y Villejas." This manuscript has been accepted by The University of North Carolina press for publication, and Dr. Wagoner recommended to the Board that assistance be extended to Dr. Baum in the amount of \$500.00. The Wilmington College Foundation has agreed to give \$500.00 for this purpose. Mr. Hogue made a motion that Dr. Baum be given the necessary \$500.00 from Kenan Income Funds. Motion was seconded by Judge Tillery and passed. Dr. Wagoner stated that the special committee on applications for funds, which was appointed by Mr. Alan Marshall, chairman of the Fiance Committee, had met and that Mr. Marshall would give a complete report of this committee meeting at the next meeting of the Board of Trustees.

A meeting of the Board of Trustees of The University of North Carolina was held in Raleigh, December 2, 1968. Dr. Wagoner and Mr. Graham attended this meeting, at which time a report was made by the Prevost Committee of the UNC Board of Trustees. As you recall the Board had appointed a committee to study the campuses of Asheville-Biltmore and Wilmington Colleges to make recommendations to the full Board. This request was made and debated and passed by The University Board of Trustees 80 to 3. Mr. Schwartz made a motion that the Board of Trustees of Wilmington College go on record as being in accord with and endorsing the decision of the Trustees of The Greater University of North Carolina that Wilmington College become The University of North Carolina at Wilmington. Motion was seconded by Dr. Hartford and passed.

Dr. Reynolds reminded Dr. Wagoner of the Institute scheduled to be held again in the summer of 1969, in collaboration with Appalachian State University, on Totalitarianism vs Democracy for Public School teachers, on our campus; and Dr. Wagoner asked permission of the Board to hold this Institute. Judge Tillery made a motion that this Institute be held. Motion was seconded by Mr. Trask and passed. This Institute will be held from July 21 through August 15, 1969.

Committee Reports:

Executive Committee: Mr. Schwartz, chairman, read the following minutes from a meeting of the Executive Committee:

M I N U T E S

"The Executive Committee met on November 19, 1968, at 3:00 p.m. in the conference room of Wachovia Bank and Trust Company. The following members were present:

Mr. F. B. Graham  
Mr. Addison Hewlett, Jr.  
Mr. B. D. Schwartz, chairman

Also present were Dr. William Wagoner, Mr. James Price and Mr. Raiford Trask.

Mr. Hewlett announced that a gift of \$6,003.51 from the Norma E. Kirkum Estate.

Upon motion of Mr. Graham, seconded by Mr. Hewlett, the committee approved that a classroom be dedicated to John H. and Norma E. Kirkum with an appropriate plaque placed in the classroom.

The Executive Committee also recommended that Mr. Price be given permission to insure the contents of the Kenan home on Market Street.

There being no further business, the meeting was adjourned.

Respectfully submitted,

B. D. Schwartz, chairman"

Mr. Schwartz moved these minutes be accepted. The motion was seconded by Judge Tillery and passed.

Student Activity Committee:

Mr. Coville, chairman, reported. He stated that a student meeting would be held in January, the date to be set later. He also reported that over \$12,000 had been given to the Athletic Department since organization. The question of moving the Bookstore into the old Library area has been discussed, but no decision has been reached at this time.

The following resolution was presented to the Board for adoption:

R E S O L U T I O N

"WHEREAS, Mr. James G. Kenan has recently donated to the State of North Carolina for Wilmington College, an agency thereof, the Sarah Graham Kenan property located at 1705 Market Street in the City of Wilmington, North Carolina.

BE IT FURTHER RESOLVED, That the Board of Trustees of Wilmington College expresses to Mr. James G. Kenan its sincere appreciation for this gift.

Dr. Hartford moved this resolution be accepted. Mr. Trask seconded the motion. Motion carried.

The meeting was adjourned at 9:30 p.m.

J. B. Graham

Chairman

Mrs. Cyrus Morgan Jr.

Secretary

MINUTES  
BOARD OF TRUSTEES  
WILMINGTON COLLEGE

1969

Minutes

The regular meeting of the Board of Trustees of Wilmington College was held on Tuesday, February 25, 1969, in the Board Room in the Wilmington College Administration Building.

Six Members Present: Mr. Frederick Coville; Mr. Frederick Graham; Mr. Addison Hewlett, Jr.; Mr. B. D. Schwartz; Judge L. Bradford Tillery; and Mr. Eugene B. Tomlinson, Jr. Present for the College were Dr. William H. Wagoner; Dr. J. Paul Reynolds; Mr. James A. Price, Jr.; Mr. J. Marshall Crews; Mr. David E. Warner, Jr.; Dr. E. M. West; Mr. Robert Appleton; Colonel J. F. Dunn; Mr. Gary Chadwick; and Mr. Hugh Newkirk. Mrs. Carolyn Zimmerman represented the Star-News Newspapers, Inc.; Mr. Bill Rogers, WWAY T-V; and Mr. John Powell, WMFD Radio Station.

Mr. F. B. Graham, chairman, called the meeting to order at 7:30 p.m., stating that since a quorum was not present we would ask the Board of Trustees, at the March meeting, to ratify and affirm the actions taken by the board at this meeting. Dr. J. Paul Reynolds opened the meeting with prayer.

A motion was made by Mr. Schwartz and passed that the minutes of the December meeting be approved.

Report of the President:

At the request of the Finance Chairman, Mr. Alan Marshall, who was ill, Dr. Wagoner made a report on the opening of the bids on the Kenan Auditorium, stating that the bids exceeded the appropriated amount of money which we have and that the bids are currently being studied by our architects. The Building Committee, the Finance Committee and the architects are negotiating for funds to meet this deficit and Dr. Wagoner stated there would probably be a called meeting of the board in the near future as the Finance Chairman was unable to make a definite statement at this time.

Recently, it has been customary for the Board of Trustees to hear from the head of the various departments. Tonight, Dr. Wagoner introduced Dr. E. M. West, Head of the Department of Business and Economics. Dr. West introduced Mr. Robert Appleton and Colonel J. F. Dunn, members of his department. Dr. West made an excellent report for his department, stating that twenty-seven percent of the graduates were business majors. He made a strong plea for the Board of Trustees to reinstate the request for a Business and Economics Building to be erected during the 1969-71 biennium, and stated that for the department to continue to grow, additional faculty would be necessary. Many people in the city have been calling Dr. West with reference to night classes and plans are being made to offer two courses in his department in the immediate future. A detailed report on the progress of the Business and Economics Department is attached for perusal.

Dr. Wagoner stated that board members would recall that we had requested permission of Dr. Brauer to work out a mutual agreement with the Wrightsville Marine Bio-Medical Laboratory. This agreement has now been reached for the use of certain facilities, between the necessary parties. Dr. Brauer has been

most cooperative in working out this agreement and has shown great interest in the College. Judge Tillery suggested that since he and many other board members have never met Dr. Brauer, he thought it would be appropriate to have an informal gathering of the Marine Bio-Medical Laboratory Board of Trustees and the Board of Trustees of Wilmington College. Dr. Wagoner thought this an excellent suggestion and said he had planned to invite the administrative heads of the major marine research agencies in this community, such as the Bio-Medical Lab, the International Nickel Company, the Saline Water Research Station, the Corps of Engineers, and the Cape Fear Technical Institute in an attempt to enter into a conversation coordinating many of the activities that all of us are engaged in. Mr. Graham suggested that the heads of this program in the public schools be included. Dr. Wagoner said he would be glad to arrange a meeting of this kind within the next few days.

Reference was made to a letter received by Dr. Wagoner from Mr. Noe, plant engineer, in which he requested permission to remove a large tree at the intersection of Riegel Road and our front drive, as it is obstructing the growth of other trees in that area. Also, he requested permission to burn some wallpaper which had been donated to the College some years ago, and had deteriorated with age. This matter was referred to the Building and Grounds Committee for consideration.

During the latter part of December, 1968, a check in the amount of \$1,000 was received from Dr. E. T. Marshburn as a gift to the College. Dr. Wagoner reminded the board of a check received earlier from the Kirkum Estate in the amount of \$6,003.51; also a check from Mr. and Mrs. James P. Harris for \$50.00, which we are now holding. Mr. Price, our business manager, recommended that these checks be added to the Endowment Funds so that we might use the income from the investment. Dr. Wagoner reminded board members that they had already recommended a plaque be placed over one of the classrooms in memory of Norma O. Kirkum. Mr. Graham suggested that the Public Relations Committee begin work immediately on publicizing the Kirkum Gift. Judge Tillery requested Mr. Warner, Director of College Relations, to make arrangements for such a program to be given in the near future.

The North Carolina Academy of Science has been invited to hold their State-wide meeting on the Wilmington College campus May second and third. Dr. Wagoner stated that this is the first time that a "learned society" has met on the Wilmington College campus and we would like to give due recognition to this meeting. Dr. Wagoner plans to have a reception in their honor.

Reporting on the budget Dr. Wagoner stated that he has corresponded with the Budget Division of the State, and has been in contact with the Senate Appropriations Committee and House Appropriations Committee through their chairmen. He has been scheduled twice to speak in favor of increasing the average salary of faculty members on the campus. The Special Committee of the Appropriations Committee on Long-Range Planning will be hearing all of the institutions' pleadings for salary increases. We have asked in our "B" Budget requests for a salary increase for professors at this institution in the amount of twelve percent the first year and seven percent the second year of the 1969-71 biennium. The Advisory Budget Commission is recommending for all institutions that this be a five percent increase the first biennium and five percent increase the second biennium. Dr. Wagoner stated he would be making a plea for the institution on the original "B" Budget

requests about the first of next week to this Long-Range Planning Committee. Mr. Tomlinson requested Dr. Wagoner to make a strong plea for the twelve percent and seven percent faculty increases, and Dr. Wagoner asked for a resolution or re-endorsement by the board that he might take it with him on his next visit to the Appropriations Committee. A motion was made by Mr. Schwartz that Dr. Wagoner request a twelve percent and seven percent salary increase for faculty members for the 1969-71 biennium. Mr. Hewlett seconded the motion. Motion carried.

Dr. Wagoner presented a map showing the exact location which has been set aside by the Building and Grounds Committee as an area for Ecological Studies. This was approved by the board and a map is attached for future reference.

In making a report on the progress of affiliation with the University of North Carolina, Dr. Wagoner stated that the Board of Higher Education would meet March 7, 1969, at which time they would give their decision. After the Board of Higher Education makes a decision it will then be an issue for the General Assembly to consider.

The date of March 30, 1969, has been set for the dedication of the Library and Chemistry-Physics Buildings. This program will be under the direction of Miss Helen Hagan, Librarian; Dr. Will S. DeLoach, Chairman of the Chemistry Department; and Mr. Rolla Nelson, Chairman of the Physics Department. The program will begin at three o'clock in the afternoon and the buildings will be opened to the public. The dedication of all new buildings was left to the discretion of the President.

In regard to the name of the buildings on the campus, Dr. Wagoner stated that we have a committee which is currently working on this project. Mr. Graham, chairman, suggested that this particular project needed much study and that he would try and have the committee give a definite answer in the near future so that we could proceed with the project. Mr. Price requested that the Education Building (now under construction) be considered at the same time.

Judge Tillery presented the following nominees for the Board of Directors of the Wilmington College Foundation:

Mr. B. D. Schwartz  
Mr. Emsley A. Laney  
Mr. William B. Beery  
Mr. William L. Hill II  
Mr. Alan A. Marshall

Mr. Marshall and Mr. Schwartz are presently serving in ex-officio status by virtue of their positions on the Board of Trustees. They were recommended (in view of the fact that the Wilmington College Board of Trustees will be dissolved should we attain University Status) for a full three-year term. Mr. Graham feels that should the College become a part of the University, the Board of Directors of the Wilmington College Foundation would become the most influential body governing the operations of this College locally. Mr. Hewlett moved that these gentlemen be invited to serve on the Board of Directors of the Wilmington College Foundation. Judge Tillery seconded the motion. Motion carried.

A motion was made by Mr. Hewlett that Dr. Wagoner be given permission to select a commencement speaker. Mr. Schwartz seconded the motion. Motion carried.

Dr. Wagoner, in the absence of Mr. Trask, read the minutes of a meeting held by the Building and Grounds Committee.

"The Building Committee of Wilmington College met in the office of Dr. William H. Wagoner December 17, 1968, at 7:30 p.m. with the following members present:

Mr. Raiford G. Trask, Chairman  
Mr. F. B. Graham  
Mrs. C. D. Hogue, Jr.  
Mr. Addison Hewlett, Jr.  
Judge L. Bradford Tillery

Representing the College was President William H. Wagoner. Mr. Charles Boney represented the firm of Leslie Boney, Architect.

A motion was made by Judge Tillery (1) that the high rise dormitories as drawn for the University of North Carolina at Charlotte by Leslie Boney, Architect, be used (with necessary changes) for Wilmington College dormitories. (2) That the dormitories be located on the southwest corner of the campus, and (3) that Mr. Boney be authorized to take boring immediately. Mr. Hewlett seconded the motion. Motion carried.

Mr. Hewlett made a motion that the contractors be informed of intent to build the cafeteria. Seconded by Judge Tillery. Motion carried.

The meeting was adjourned at 8:30 p.m.

Raiford G. Trask, Chairman"

Mr. Price, business manager, stated he had received the executed contracts for the cafeteria which had been submitted to HUD for approval. He has also received bids on interim financing for the cafeteria and dormitories from the banks. Bids were as follows:

Wachovia Bank and Trust Company - 4.70  
North Carolina National Bank - Cafeteria 4. and  
Dormitories 4.125  
First Citizens Bank - 3.98 overall

Mr. Hewlett moved the bids for interim financing be referred to the Finance Committee with the authority to act. Seconded by Mr. Schwartz. Motion carried.

Mr. Coville, chairman of the Student Activity Committee, read the following minutes of a meeting held January 13, 1969:

"Members Present: Mr. Coville-Chairman, Judge Tillery. Representing the college were Mrs. Cheek, Mr. Brown, Mr. Crews, Mr. Brooks, Mr. Price, Dr. Wagoner, Miss Rivenbark, Mr. Newkirk.

The present distribution of funds in the Student Activity Budget for the academic year is as follows:

\$	5.00	physical education
	5.00	athletics
	1.50	Fledgling
	4.50	Student Activities
	4.50	parking
	<u>4.50</u>	uncommitted
	<u>\$ 25.00</u>	

After much discussion the committee approved the following distribution for the uncommitted amount (\$4.50).

\$	1.50	for special projects for physical education
	1.00	to be allocated for reserve for capital improvements and equipment. (Balance at end of each fiscal year will carry forward to next fiscal year.)
	1.00	to be allocated for operation and maintenance
	1.00	to be allocated for special student activity projects

It was further recommended that the \$5.00 activity fee for the summer session be allocated as follows:

.50	parking
1.50	physical education
1.00	capital improvements and equipment
1.00	operation and maintenance
1.00	special student activity projects

It was further recommended that the administration of the \$3.00 allocated for equipment, operation and maintenance, and special student activities projects be vested in a committee composed of the President, Vice-President, and Treasurer of the Student Government Association and the Dean and Assistant Deans of Students. The balance at the end of each fiscal year will carry forward to the next fiscal year."

Mr. Graham thanked Mrs. Hogue for her splendid suggestion to plant myrtle to screen the back near the maintenance department. Many lovely plants have been donated by Mr. Trask for this purpose and have been planted in the suggested area. Appreciation was expressed for Mr. Trask's generosity.

Mr. Graham stated that the College had recently received a notice that Miss Eliza Collins, a retired school teacher in this area, has left all of her residual estate to Wilmington College. He has been informed that the total Estate amounts to nearly \$40,000 and the amount Wilmington College will receive will be around \$35,000. Mr. Graham expressed appreciation to Mr. Addison Hewlett

as counsel for this Estate.

Recently, Governor Scott issued a policy on the behavior of students on State-supported campuses. Mr. Tomlinson made a motion that the board go on record as endorsing the statement of Governor Scott. Motion was seconded by Mr. Coville. Motion carried. The following resolution will be sent to Governor Scott:

R E S O L U T I O N

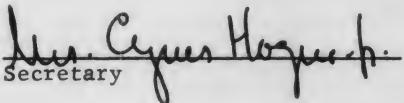
"WHEREAS, Robert W. Scott, Governor of North Carolina, made a statement on Monday, February 24, 1969, regarding the procedure he would take for dissatisfied students on the campuses of State-supported institutions;

BE IT RESOLVED, That the Board of Trustees of Wilmington College concur wholeheartedly with Governor Scott's statement and will support and uphold his recommendations in every way;

BE IT FURTHER RESOLVED, That a copy of this resolution be sent to Governor Scott with appreciation for his services and courageous stand on this issue."

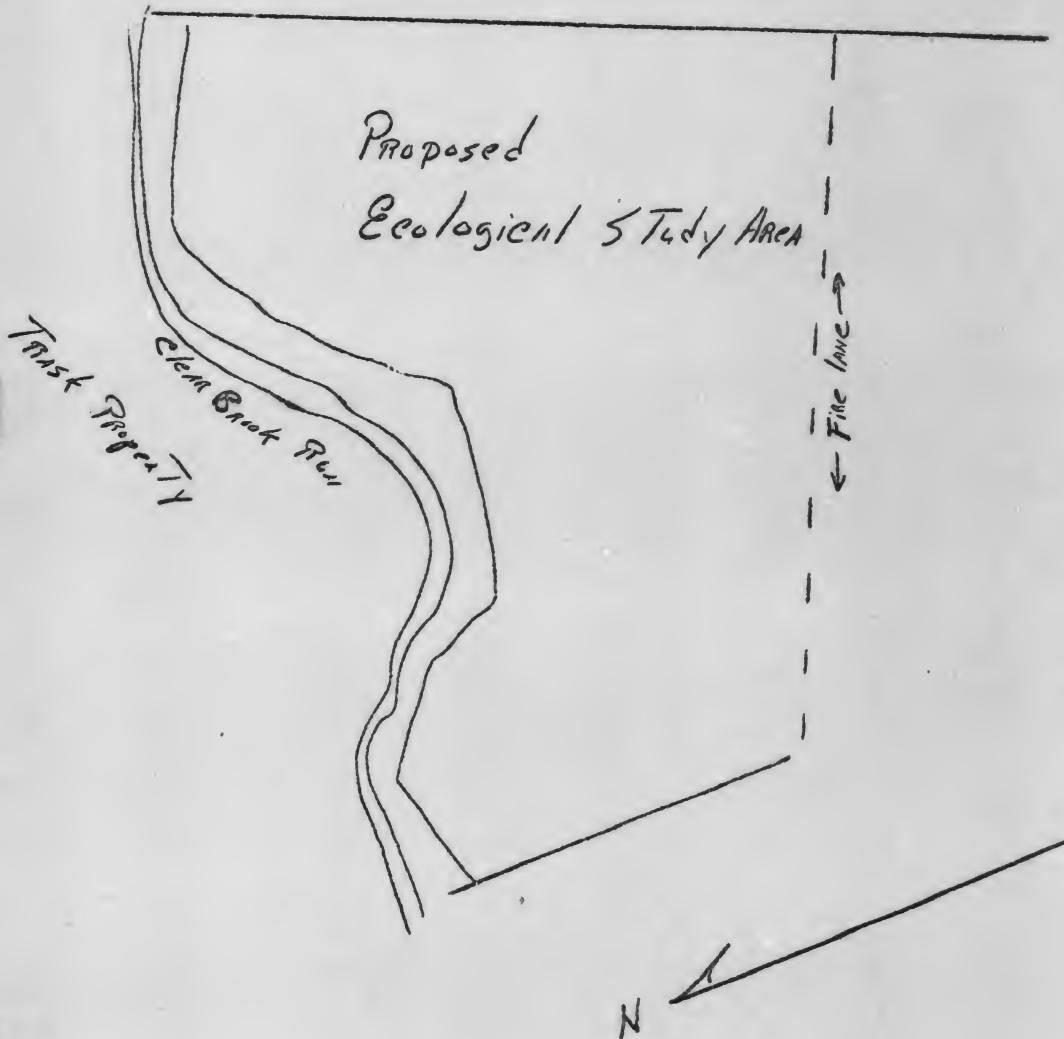
Judge Tillery moved the meeting be adjourned at 9:00 p.m.

  
Chairman

  
Mrs. Cyrus Hogue Jr.  
Secretary

Ecology Study Area: Most northeastern corner of college property.  
bounded on three sides by college property boundary lines  
and on fourth side by fire lane.

*Stephens property*



Minutes

The regular meeting of the Board of Trustees of Wilmington College was held on Tuesday, March 25, 1969, in the board room in the Wilmington College Administration Building.

Nine Members Present: Mr. Frederick Coville; Mr. Frederick Graham; Dr. C. E. Hartford; Mr. Addison Hewlett, Jr.; Mrs. Cyrus D. Hogue, Jr.; Mr. B. D. Schwartz; Mr. James M. Smith; Judge L. Bradford Tillery; and Mr. Raiford G. Trask. Present for the College were Dr. William H. Wagoner; Dr. J. Paul Reynolds; Mr. J. Marshall Crews; and Mr. David E. Warner, Jr. Mrs. Carolyn Zimmerman represented the Star-News Newspapers, Inc., and Mr. John Powell, WMFD Radio Station.

Mr. Frederick B. Graham, chairman, called the meeting to order at 7:30 p.m. Mr. Crews opened the meeting with prayer. Mr. Graham stated that at the last meeting of the Board we did not have a quorum, and asked that the action taken at the February meeting be ratified and approved. Judge Tillery moved the minutes be ratified and approved. Mr. Smith seconded the motion. Motion carried.

Report of the President:

Reporting on the progress of the Education Building and the cafeteria, Dr. Wagoner stated that groundbreaking ceremonies were held at 10:30 Tuesday morning for these two buildings. He also stated that both of these buildings are well under way. Dr. Wagoner read a telegram from Senator Sam Ervin, Jr., informing us that we had received a supplemental grant in the amount of \$24,000 for the Education-Psychology Building, which would enable us to place back into the building some of the facilities which we had to delete. Dr. Wagoner said he would express appreciation to Senator Ervin, Senator Jordan and our congressman from this district for their efforts in helping the College obtain this grant.

Dr. Wagoner reported that he, Mr. Alan Marshall, and Mr. William Emerson had visited with Mr. Frank Kenan in Durham to consult with him on the Kenan Auditorium. They pointed out to Mr. Kenan that we were short of "cash-on-hand" in the amount of \$29,000 to accept our base bids before expiration date. Mr. Kenan was most understanding and advanced a check on the Kenan Foundation for \$29,000 so that we would be able to protect the base bids and to allow us to award the contracts within the 30 day period. He also authorized Dr. Wagoner to proceed with negotiations with various parties involved in the designing and contracting of Kenan Auditorium to provide some additional items that would make the facility more useful for the College, and when negotiations were completed to come back and discuss these matters with him again. Dr. Wagoner conferred with Mr. Boney, the architect, and he said that it would take about three weeks to complete these negotiations and that the project is on schedule. Contracts for the Kenan Auditorium have been awarded.

In reporting on the Budget, Dr. Wagoner stated that he had appeared before the Long-Range Planning Committee of the General Assembly and presented our "B" Budget requests as originally submitted and had also made a plea to the committee that some consideration be given to all of the College employees.

Dr. Wagoner reported that University Status remained about the same as previously reported. The bills have been introduced in both the House and the Senate. These bills are patterned exactly after the Charlotte bill. These bills have been referred to both the House Committee and the Senate Committee on Higher Education. As yet these committee have not held a public hearing on the matter. These hearings will probably be announced shortly. When these hearings are scheduled Dr. Wagoner asked that as many trustees as possibly can be present at the hearings.

Dr. Will S. DeLoach, chairman of the Inauguration Committee, assures Dr. Wagoner that everything is on schedule as planned for the Inauguration of the President on May 1.

The dedication of the William Madison Randall Library and the Chemistry-Physics Building will take place Sunday afternoon March 30, 1969, at 3:00 p.m. Dr. Wagoner urged each one to be present. Dr. Powell, Librarian of Duke University, will be the guest speaker.

Dr. Wagoner announced that Mr. Alan Marshall, Mr. Emsley Laney, Mr. William L. Hill II, and Mr. B. D. Schwartz, new members appointed to the Wilmington College Foundation Board of Directors, had accepted and that publicity had gone out on these appointments.

Dr. Arnold Kin, Vice President of the University of North Carolina, has accepted Dr. Wagoner's invitation to be our Commencement speaker.

A recent letter from the Department of Public Instruction advised that the State Board of Education took official action regarding the programs offered in teacher education at Wilmington College, approving these programs. Dr. Charles Carroll, Secretary of the State Board of Education, commended the College for the improvements made in the teacher education program. Dr. Wagoner explained in detail the advantages of these programs and asked the Board's permission to continue with this project. The Board approved the Institution and Programs of Teacher Education and concurred that this program should be pursued.

Enrollment for the spring quarter 1969, showed an increase over the 1968 spring quarter of 100 students. Dr. Wagoner reported that our requests for admission for the fall quarter are far ahead of last year and our acceptances for the fall quarter 1969, show an increase to date of about 70 or 80 students.

Dr. Wagoner read the following letter recently received from The International Nickel Company, Inc., referring to a scholarship at Wilmington College:

"Dear Dr. Wagoner:

I am pleased to be able to tell you that The International Nickel Company, Inc. will place a scholarship at Wilmington College.

The scholarship, designated as The International Nickel Company Scholarship, will be established initially for four years, effective with the 1969-70 academic year. The award will be open to students majoring in the physical sciences, mathematics, or pre-engineering programs, and provide annually a \$500 stipend to the student and a

\$300 cost-of-education grant to the College for use in the scholarship recipient's major department or area of study.

The College will have complete administrative authority over the scholarship, including selection of the student. It is to be awarded on a year to year basis to a student in any year of study who meets the College's conduct and scholarship requirements. When the award is announced, we would wish to receive information about the student and also the usual information on his academic progress when this is normally made available to scholarship sponsors.

Our usual practice is to prepay the scholarship award each year before the beginning of the fall term.

I hope this scholarship will have the approval of Wilmington College. If there are any questions concerning the provisions of the scholarship, please let me know.

Very truly yours,

W. W. Kirk"

Dr. Wagoner recalled that at the last meeting of the Board it was reported that Miss Eliza Collins had bequeathed the residue of her estate to Wilmington College for scholarships. He was informed by the counsel for the estate that it would be in excess of \$30,000. Dr. Wagoner proposed that these funds be made the nucleus of a special scholarship endowment. Among the assets of Miss Collins' estate was a 1964 two-door Plymouth sedan appraised at \$500. Permission to sell the car and include the net proceeds from the sale in the residue of the estate to be used for scholarships at Wilmington College was given Mr. Willis Gupton, Vice President, Wachovia Bank and Trust Company. Letter from Mr. Gupton concerning this estate is attached for perusal.

Mr. Graham suggested that Dr. Wagoner outline a scholarship program to be presented to the Board for consideration.

Dr. Wagoner presented a proposal made by the Department of Education to have the Curriculum Laboratory in the new Education-Psychology Building named "The Eliza Collins Curriculum Laboratory." Mr. Schwartz moved the Curriculum Laboratory in the Education-Psychology Building be named "The Eliza Collins Curriculum Laboratory." Mr. Trask seconded the motion. Motion carried.

Dr. Wagoner read portions of a memorandum sent to him by Mr. Price, business manager, requesting action on the development of a Master Plan for the campus. The Property Control Division had previously authorized the expenditure of up to \$15,000 for development of a Master Campus Plan. Mr. Raiford Trask made a motion that the firm of Henry von Oesen and Associates be selected. Motion was seconded by Mrs. Hogue and passed.

Resolutions for obtaining interim financing, naming a depository bank and

paying agent, and consolidating and adding all banks and savings and loans as depositories, were presented by Dr. Wagoner for approval. Following are the resolutions:

-1-

"WHEREAS, The College is required to obtain interim financing up to \$1,055,000 for the construction of two dormitories and a cafeteria and proposals for supplying the interim financing were received on February 21, 1969, from the First-Citizens Bank and Trust Company, Wachovia Bank and Trust Company, North Carolina National Bank, all of Wilmington, North Carolina. Copies of the proposals are made a part of these minute.

RESOLVED, That subject to the approval of the State of North Carolina and the U. S. Department of Housing and Urban Development, the proposal submitted by the First-Citizens Bank and Trust Company, Wilmington, North Carolina, be accepted and the interim loan be obtained from that institution."

-2-

"WHEREAS, Wilmington College was authorized to, and did obtain, a College Housing Loan in the amount of \$1,055,000 from the U. S. Department of Housing and Urban Development for the construction of two dormitories and a cafeteria; the Department of Housing and Urban Development requires the Wilmington College Board of Trustees to designate a depository bank in which accounts will be established as set forth in the loan agreement with the Department of Housing and Urban Development and to designate a paying agent and an alternate paying agent (the alternate paying agent to be located in the borough of Manhattan) for the revenue bonds issued in connection with the loan set forth above:

RESOLVED, That the First-Citizens Bank and Trust Company, Wilmington, North Carolina, be designated as the depository bank for the following accounts:

- (1) Wilmington College Dormitory and Dining Hall Construction Account
- (2) Wilmington College Dormitory and Dining Hall Revenue Bonds of 1969, Revenue Fund Account
- (3) Wilmington College Dormitory and Dining Hall Revenue Bonds of 1969, Bond and Interest Sinking Fund Account

RESOLVED FURTHER, That the First-Citizens Bank and Trust Company, Trust Department, Raleigh, North Carolina, be designated as paying agent and the Manufacturers Hanover Trust Company, New York City, be designated as alternate paying agent."

-3-

"WHEREAS, Resolutions have been made naming various financial

institutions as depositories for the funds of Wilmington College; the effect of the below resolution is to consolidate the resolutions for easy reference and to add other institutions not herein before designated:

RESOLVED, That the following named banks and savings and loans associations are hereby designated as depositories for the various funds belonging to, or under the control of, Wilmington College, and these institutions are hereby authorized and requested to honor and to charge to Wilmington College, checks and other order for the payment of money drawn in the name of Wilmington College against funds on deposit with these institutions when bearing the signatures of both William H. Wagoner, President, and James A. Price, Jr., Business Manager.

<u>Institution</u>	<u>Location</u>
North Carolina National Bank	Wilmington, North Carolina
Wachovia Bank and Trust Company	Wilmington, North Carolina
Wachovia Bank and Trust Company	Winston-Salem, North Carolina
First-Citizens Bank and Trust Company	Wilmington, North Carolina
First National Bank of Eastern N. C.	Wilmington, North Carolina
Waccamaw Bank and Trust Company	Wilmington, North Carolina
Carolina Savings and Loan Association	Wilmington, North Carolina
Cooperative Savings and Loan Asso.	Wilmington, North Carolina
Peoples Savings and Loan Association	Wilmington, North Carolina

FURTHER RESOLVED, That this resolution rescinds any previous resolution authorizing the signatures of any but William H. Wagoner and James A. Price, Jr., on checks or other orders for the payment of money and;

FURTHER RESOLVED, That the provisions of this resolution shall remain in full force and effect until specifically rescinded or modified by resolution of the Board of Trustees of Wilmington College."

After some discussion Mr. Hewlett moved all three resolutions be adopted. Mr. Schwartz seconded the motion. Motion carried.

The Advisory Budget Commission has recommended in the "B" Budget an increase of \$150 per student in Regular Session Out-of-State tuition for 1969-70 and \$190 for 1970-71. This will raise Out-of-State tuition to \$450 for 1969-70 and \$490 for 1970-71. Dr. Wagoner stated this has not yet been enacted by the North Carolina Legislature and it is not known what effect our possible merger with the Greater University will have on tuition costs. He feels that, in any event, the extra Out-of-State tuition will be raised substantially and that the Board of Trustees should be made aware of the possible increase.

Committee Reports:

Executive Committee - Mr. Schwartz, chairman, reported for the executive committee, reading the following minutes:

"The Executive Committee met on March 3, 1969, at 2:30 p.m. in the conference room of Wachovia Bank and Trust Company. The following members were present:

Addison Hewlett  
F. B. Graham  
B. D. Schwartz

Also present were:

Dr. William Wagoner  
Dr. J. Paul Reynolds

Mr. Graham moved that the Inauguration Committee be authorized to spend up to \$2,000.00 for the formal inauguration of our President. This was seconded by Mr. Hewlett and passed. The money is to come from the interest derived from the Kenan Foundation Fund.

Naming of present buildings on the campus, and also of those under construction, was discussed. It was decided to table the matter for the present time and, with the help of the Wilmington College Foundation, try to find substantial donors for whom the buildings may be named.

The Executive Committee authorized Mr. Price, Business Manager of the College, to make lawful expenditures only up to \$500.00 from the income derived from interest received from New Hanover County funds now on deposit in the North Carolina National Bank. When the funds have been exhausted, or are about to be exhausted, Mr. Price will render an itemized statement of such expenditures to the Board of Trustees and request current authorization for new expenditures.

Dr. Paul Reynolds, Dean of the Faculty, made the following recommendations for promotions in rank, tenure, renewal of contract, and leaves of absence:

1. A leave of absence without pay for Lewis E. Nance, assistant professor of chemistry, during the 1969-70 academic year to study at the University of the Pacific.
2. Promotion in rank of members of the faculty as follows:

Dr. Daniel B. Plyler to professor of biology  
Dr. James F. Parnell to professor of biology  
Dr. Frederick M. Hornack to professor of chemistry  
Dr. Antolin Gonzalez to professor of Spanish  
Walter C. Biggs to associate professor of biology  
(contingent upon his finishing the doctor's degree)  
Dr. Jack B. Levy to associate professor of chemistry  
Louis H. Adcock to associate professor of chemistry  
Albert Carl Gay, Jr., to associate professor of history  
(contingent upon his finishing the doctor's degree)  
Dr. Henry G. Crowgey to associate professor of history

Dr. Gerald H. Shinn to associate professor of philosophy  
and religion  
Joseph F. Dunn to assistant professor of business  
Mrs. Isabell L. Foushee to assistant professor of English  
David K. Miller to assistant professor of physical education

3. Tenure was approved for:

Jack F. Dermid, assistant professor of biology  
Thomas P. Brown, assistant professor of mathematics  
Gerald S. Rosselot, assistant professor of English

4. Renewal of three-year contracts in 1970 as assistant professors  
was approved for the following:

Thomas Earl Allen, Jr., department of physical education  
Frank K. Honey, department of music  
W. Terry Rogers, department of drama and speech  
Charles B. Sproles, department of physical education  
Kenneth D. Stities, department of modern languages

5. Approval for original appointments was given for the following:

A. Earl Calhoun, department of business administration  
David J. Sieren, department of biology  
Mrs. Anne B. McCrary, department of biology  
Ellis Eugene Williams, department of modern languages

6. Resignations were reported to the executive committee as follows:

Mrs. Doris L. Baum, department of modern languages  
Mrs. Tommey Sue Murphy, department of art  
Mr. Dale Harrison, department of biology  
Miss Clara E. Burton, department of nursing

These recommendations were approved by Dr. William Wagoner and passed  
by the Executive Committee.

There being no further business, the meeting was adjourned.

Respectfully submitted,

B. D. Schwartz, Chairman"

A motion was made by Mr. Schwartz that these minutes be accepted. Mr.  
Hewlett seconded the motion. Motion carried.

Student Activity Committee - Mr. Frederick Coville, chairman, suggested that  
the Student Services Building and the Administration Building be given a  
name immediately. After some discussion Mr. Schwartz made a motion that the  
Board give serious thought to the naming of these buildings and that they be  
named no later than July 1, 1969. Mr. Smith seconded the motion. Motion  
carried.

Mr. Coville called attention to the display of silver which was recently presented to the College by the Alpha Chi Sigma Service Club. He also made a motion that Dr. Wagoner write a thank you letter on behalf of the College and the Board of Trustees for such lovely gifts. Mr. Trask seconded the motion. Motion carried.

Building and Grounds Committee - Mr. Trask, chairman, reported. A joint meeting was held by the executive committee, the finance committee, and the building and grounds committee. Following are the minutes:

"Executive Committee, Finance Committee, and Building and Grounds Committee Meeting held March 11, 1969

The Executive Committee, the Finance Committee, and the Building and Grounds Committee met in the offices of Leslie Boney, Architect, on March 11, 1969, at 5:30 p.m. The following were present:

Members of the Committees: Mr. Frederick B. Graham; Dr. C. E. Hartford; Mr. Addison Hewlett, Jr.; Mr. Alan A. Marshall, Mr. B. D. Schwartz; and Mr. Raiford G. Trask. Present for the College were Dr. William H. Wagoner; and Mr. James A. Price, Jr. Representing the architects were Mr. Leslie Boney, Jr.; Mr. Charles Boney; and Mr. Perry Lee.

Mr. Raiford Trask, chairman of the Building and Grounds Committee, called the meeting to order.

Dr. Wagoner presented the status of the Kenan Auditorium bids and the current status as to funds. Mr. Marshall referred to his conversation with members of the Kenan Foundation concerning the additional needs to complete the auditorium. The Kenans gave their authority to negotiate, but not to commit, on the additions to the auditorium such as the loft, movable equipment, stage lighting, and seating. A discussion was held and it was agreed to leave the details of the plans to Dr. Wagoner and the architects with Mr. Doug Swink and Mr. Terry Rogers as consultants. Mr. Marshall suggested that the construction of the auditorium go forward without further delay. Bids on the auditorium are as follows:

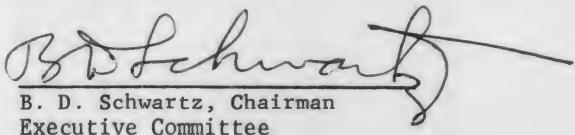
General Contract Miller Building Corporation	\$ 352,568
Plumbing Contract Whiteville Plumbing Company	33,687
Heating and Air Conditioning Contract Sneeden, Inc.	\$ 63,300
Alternate #3	<u>17,803</u>
	81,103
Electrical Contract Graves Electric Company	\$ 52,325
	<u>100</u>
	<u>52,425</u>
	\$ 519,783

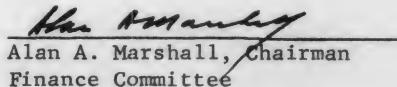
Mr. Hewlett moved the contracts be awarded to the low bidders. Seconded by Mr. Graham. Motion carried.

Dr. Wagoner discussed the repairs being made to Kenan House stating that occupancy was anticipated for the inauguration on May first, but was very doubtful due to the lack of funds needed for the repairs. \$13,000 was appropriated by the State to make the repairs, but after investigation, it was found that an additional \$5,000 would be necessary to complete alterations.

Mr. Price was instructed to see if additional funds could be found in the State funds for these repairs which could be repaid by our additional appropriations if the bill was passed. Mr. Graham moved that Mr. Price be authorized to spend up to \$5,000 from the County Funds to be repaid if additional appropriations were received.

The meeting was adjourned at 7:00 p.m.

  
B. D. Schwartz, Chairman  
Executive Committee

  
Alan A. Marshall, Chairman  
Finance Committee

  
Raiford G. Trask, Chairman  
Building and Grounds Committee"

Mr. Trask moved these minutes be accepted. Mr. Hewlett seconded the motion. Motion carried.

Following is a resolution passed on December 23, 1968, awarding bids for the construction of the cafeteria:

"WHEREAS, The following low bids were received on December 10 and 19, 1968, for the construction of a cafeteria on the campus (DHUD Project No. CH-NC-155(DS); North Carolina Code 66737 Item 3):

<u>GENERAL CONTRACT</u>	
Coastal Construction Company	\$ 358,151
<u>ELEVATOR CONTRACT</u>	
Dover Elevator Company	11,785
<u>KITCHEN EQUIPMENT CONTRACT</u>	
Food Equipment Company	69,690
<u>PLUMBING CONTRACT</u>	
Piedmont Superior	42,461

ELECTRICAL CONTRACT

Hodges Electric

45,421

HEATING AND A/C CONTRACT

Jordan Blanton Myers Company

115,090

REFRIGERATION CONTRACT

Jordan Blanton Myers Company

24,750

CONSTRUCTION CONTRACTS

\$ 667,348

RESOLVED, That contracts be awarded to the above bidders, subject to the concurrence of the United States Department of Housing and Urban Development.

IT IS FURTHER RESOLVED, That if necessary the administrative costs of the bond attorney and interim financing will be paid with funds from non-public sources.

The Board of Trustees of Wilmington College passed this resolution on Friday, December 20, 1968.

James A. Price, Business Manager"

Mr. Trask also stated that the committee had met and considered two new sites for the dormitories. First choice, the Southeast corner of the campus; second choice, the South Central area of the campus. After much discussion, Mr. Trask made a motion that the dormitories be erected on the Southeast corner of the campus unless finances prohibit this choice; then we would use the South Central area. Mrs. Hogue seconded the motion. Motion carried.

Mr. Trask suggested that it would be advantageous for the College to purchase the fifteen and one-half acres of land adjoining the campus for the sum of \$100,000. Ways and means of acquiring this available property were discussed. Mr. Coville moved that Dr. Wagoner, on his next trip to Raleigh, ask the Legislature to appropriate \$100,000 for this purpose. Motion was seconded by Mr. Schwartz. Motion carried. Mr. Raiford Trask and Mr. Addison Hewlett abstained from voting.

Oceanography Committee - Mr. Hewlett, chairman, announced there would be a meeting of the Marine Science Council at Wrightsville Beach on Thursday, March 27. He invited everyone to attend. Mr. Hewlett also called attention to the report by John Anderson "Seafood Industry Analysis in Southeastern North Carolina." Dr. Wagoner stated that he had been told that this was the only complete and up-to-date analysis of the industry in Southeastern North Carolina.

The meeting was adjourned at 9:00 p.m.

J.B. Graham

Chairman

Mrs. Cyrus Hogue, Jr.

Secretary

# WACHOVIA BANK AND TRUST COMPANY

WILMINGTON, NORTH CAROLINA 28401

TRUST DEPARTMENT

March 18, 1969

Dr. William H. Wagoner, President  
Wilmington College  
Wilmington, North Carolina 28401

Dear Dr. Wagoner:

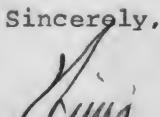
### In re Estate of Miss Eliza Collins, Deceased

We have, among the assets of Miss Collins' estate, a 1964 two-door Plymouth Savoy sedan with straight drive, in good condition and appraised at \$500. We would ordinarily sell the car and include the net proceeds from sale in the residue of the estate which passes to the Trustees of Wilmington College to be used for a scholarship fund. Before disposing of the car, Mr. Graham suggested that we check with you to ascertain whether you would prefer that the car be delivered to the College as part of the residue or whether you would prefer that we go ahead with a sale.

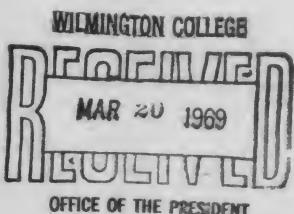
We also hold thirty (30) shares of General Motors common stock, twenty-five (25) shares of Seaboard Coast Line Railroad, thirty-six (36) shares of Standard Oil of Indiana and sixteen (16) shares of Republic Steel, which we anticipate distributing to the Trustees in due course - in addition to cash of approximately \$25,000.

We shall appreciate hearing from you with respect to the car at your earliest convenience.

Sincerely,

  
Willis F. Gupton  
Vice President

WFG:jcn  
cc: Mr. Frederick B. Graham, Chairman  
Trustees of Wilmington College



Minutes

The regular meeting of the Board of Trustees of Wilmington College was held on Tuesday, June 17, 1969, in the Board Room of the Wilmington College Administration Building.

Nine Members Present: Mr. Frederick Graham; Dr. C. E. Hartford; Mr. Addison Hewlett, Jr.; Mrs. Cyrus D. Hogue, Jr.; Mr. Alan A. Marshall; Mr. B. D. Schwartz; Mr. James M. Smith; Judge L. Bradford Tillery; and Mr. Raiford G. Trask. Representing the College were: Dr. William H. Wagoner; Dr. William M. Randall; Dr. J. Paul Reynolds; Mr. Thomas P. Brown; Mr. David E. Warner, Jr.; and Mr. James A. Price, Jr. Mr. Gene Kelly represented Channel 3, Mr. Ed Smith and Mr. Harry Knickerbocker the Star-News Newspapers, Inc., and Mr. John Powell, WMFD.

Mr. Graham, chairman, called the meeting to order at 7:30 p.m.

By consensus of the Board, the reading of the minutes of March 25, were dispensed with.

Report of the President:

Dr. Wagoner acknowledged the presence of Dr. William M. Randall, President Emeritus, stating that he had requested him to be present for this last and important meeting.

At the recent commencement exercises held at Wilmington College, twelve graduates received the A.A. degree and 161 graduates received B. A. degrees. Summer School enrollment totalled 805, an increase over last year of approximately 100 students. The figures are up currently as compared with those of last year, in the number who have been accepted for the fall term.

In reporting on the Budget, Dr. Wagoner stated there were many things involved. Our Capital Improvements involving the Business and Economics Building; our "B" Budget involving faculty increases has been passed; however, as is always true in the State of North Carolina, the budget is not ratified until the finance bill is approved by the General Assembly. This bill was sent back to committee last week. The finance committee considered the bill again on Tuesday and the action was to refer this bill back to a subcommittee of the finance committee. Dr. Wagoner stated that he had been in touch with interested parties in Raleigh, and at this time the status of our Budget seems rather critical. He promised to keep members of the Board informed, as best he could, of any new developments in the Budget.

Mr. Graham was asked by Dr. Wagoner to report on the Eliza Collins' Estate. Mr. Graham stated that we had previously been advised that Miss Eliza Collins left her entire estate to Wilmington College. This estate, after all debts are paid, will amount to approximately \$35,000.00. The Wachovia Bank would like to deliver these assets to the College, about \$30,000.00 in cash, prior to the expiration of the six months' period. They have asked us to sign an indemnity bond to protect them against the disposition of these assets. Mr. Marshall offered the motion that the Chairman of the Board of Trustees be authorized to accept from the Wachovia Bank and Trust Company, Executor under

the Will of Miss Eliza Collins, the following securities and check:

30 shares General Motors Corporation C/S \$1.67 par  
16 shares Republic Steel Corporation C/S \$10 par  
25 shares Seaboard Coast Line Industries, Inc. C/S \$20 par  
36 shares Standard Oil Company of Indiana C/S \$12.50 par  
Check in the amount of \$24,000.00

The other \$4,000.00 will be delivered to the Board at a later date. He also moved that the chairman be authorized to execute indemnity bond protecting Wachovia Bank against loss by reason of having delivered the above assets to the College prior to the expiration time for claims against the Collins' Estate and further to authorize the chairman to redeliver the above securities and check to Wachovia Bank and Trust Company as Fiscal Agent for the trustees of the Endowment Fund of Wilmington College and receive proper receipt from the bank, it being understood that the bank will hold the above described assets in a sub and separate account of the Endowment Fund of Wilmington College to be known as the "Eliza Collins' Scholarship Fund," and the income therefrom to be subject to the authority of the trustees of Wilmington College in accordance with the Will of Miss Eliza Collins. This motion was seconded by Judge Tillery and passed. A resolution of thanks has been sent to the Collins' family and the curriculum laboratory in the Education and Economics Building will be named "The Eliza Collins' Curriculum Laboratory."

Dr. Wagoner asked the Board to authorize the signing of the Instruments of Conveyance, which is necessary due to the recent action taken by the North Carolina General Assembly, making on July 1, 1969, this institution (Wilmington College) The University of North Carolina at Wilmington. The Attorney General's office has gone over the act and has prepared the document which involves a motion to have the chairman and secretary sign in behalf of the Board of Trustees.

#### INSTRUMENTS OF CONVEYANCE

"STATE OF NORTH CAROLINA

COUNTY OF NEW HANOVER

THIS INDENTURE, made and entered into this 17th day of June 1969, by and between the BOARD OF TRUSTEES OF WILMINGTON COLLEGE, party of the first part, and the UNIVERSITY OF NORTH CAROLINA, party of the second part,

#### W I T N E S S E T H:

THAT WHEREAS, by Chapter 116, section 39.1, of the General Statutes of North Carolina, as enacted by the General Assembly of North Carolina in 1969, Board of Trustees of Wilmington College is authorized and directed to convey to the University of North Carolina all its right, title and interest in and to the real and personal property of Wilmington College; and

WHEREAS, the Board of Trustees of Wilmington College by resolution duly adopted has authorized the execution of this instrument by its Chairman and its Secretary; and

WHEREAS, the University of North Carolina has approved and requested execution of this instrument,

NOW, THEREFORE, in consideration of the premises and pursuant to and in compliance with Chapter 116, section 39.1, of the General Statutes of North Carolina (Chapter 297, section 2, of the 1969 Session Laws), the party of the first part does hereby bargain, sell and convey unto the party of the second part, its successors and assigns, all its right, title, and interest in and to all property, both real and personal, of Wilmington College, including, but not limited to, all endowments, executory contracts, and unexpended State appropriations, or other appropriations.

TO HAVE AND TO HOLD, unto the part of the second part, its successors and assigns, free and discharged of all right, claim, title, or interest of the part of the first part or any one claiming by, through or under it.

IN TESTIMONY WHEREOF, the party of the first part has caused this instrument to be executed in its name by its Chairman, attested by its Secretary, and its seal hereto affixed by virtue of authority duly given, as of the day and year first above written.

BOARD OF TRUSTEES OF WILMINGTON COLLEGE

BY: F. B. Graham  
\_\_\_\_\_  
CHAIRMAN

ATTEST:

Mrs. Cyrus Hogue, Jr.  
\_\_\_\_\_  
SECRETARY

RESOLUTION OF THE BOARD OF TRUSTEES OF  
WILMINGTON COLLEGE

"WHEREAS, pursuant to Chapter 297 of the 1969 Session Laws of the General Assembly of North Carolina, Wilmington College will become a campus of the University of North Carolina designated as The University of North Carolina at Wilmington; and

WHEREAS, said Chapter prescribes that on or before July 1, 1969 the Board of Trustees of Wilmington College shall convey to the University of North Carolina, without consideration, all right, title and interest of the Board of Trustees of Wilmington College in and to the real and personal property of Wilmington College, including all endowments, executory contracts and unexpended State appropriations or other appropriations; and

WHEREAS, a proposed indenture has been presented to and considered by this Board for the purpose of carrying out the aforesaid directive of the General Assembly of North Carolina,

NOW, THEREFORE, BE IT RESOLVED that the Chairman and the Secretary of the Board of Trustees of Wilmington College be and they are hereby authorized, empowered and directed to execute and deliver on behalf of the Board of Trustees of Wilmington College to the University of North Carolina an indenture conveying the property of Wilmington College as set forth therein in the form presented to and considered at this meeting; and

IT IS FURTHER RESOLVED that a copy of said indenture presented and considered at this meeting be filed or recorded with the minutes.

CERTIFICATE

The Undersigned Secretary of the Board of Trustees of Wilmington College hereby certifies that the Resolution attached hereto marked Exhibit A was duly adopted at a duly held meeting of the Board of Trustees of Wilmington College on the 17th day of June, 1969, and that said Resolution has not been amended and continues in full force and effect.

This the 17th day of June, 1969.

Mrs. Cyrus Hogue, Jr. " "  
SECRETARY

Mr. Schwartz moved the adoption of this resolution. Motion was seconded by Mr. Trask. Motion carried. (Copy of Instruments of Conveyance and Resolution attached).

On Friday, June 13, 1969, the Mayor of the City of Wilmington held a short ceremony in his office at which time he designated July 1 as University Day for the City of Wilmington, and asked those individuals in the city to give notice to this day. Dr. Wagoner announced that on this day the College plans to have on the campus what will be known as the First Convocation of Faculty and Students of The University of North Carolina at Wilmington. On this occasion, Governor Robert W. Scott, also chairman of The University Board of Trustees, will be the main speaker. The Convocation will be at 10:00 a.m. He announced that President Emeritus William M. Randall is chairing the Faculty and Staff Committee, and planning the Convocation. The Board of Trustees of Wilmington College has been asked to be platform guests for this occasion. He urged each Board member to be present. At the Convocation the formal presentation of the Documents of Conveyance will be made by our Board Chairman to Governor Scott as Chairman of The University Board. There will be responses by the President of our Student Body, chairman of the President's Advisory Committee from the Faculty, and by Mr. Peter B. Ruffin, chairman of the Board of Directors of the Wilmington College Foundation, representing the community.

Dr. Wagoner stated that sometime ago one of our faculty members became very interested in searching for talent among various young men and women who were about to enter freshmen classes. Dr. Gerald Shinn, of our faculty, has been seeking an institutional grant to study this situation to find ways to locate individuals of unusual talent and to develop a curriculum for them. This would be an expensive task. Dr. Shinn has become acquainted with a former North Carolinian and he had pledged to the College an amount in excess of \$300,000 for this study in the next three years. He recently conveyed to the College \$102,298.00 by his personal check. He has requested as a part of the Grant that we attempt to raise funds on our own to invest in this particular project and there are individuals who have expressed an interest in this area. This is a great opportunity for the College to do this research. UNC administration has given it encouragement. It is possible that such a program can be planned for the future. Mr. Schwartz moved the Board go on record as commending Dr. Shinn for his efforts, and accepting the Grant. Motion was seconded by Mr. Smith and passed.

The College is now engaged in the placing of different signs upon the campus, and Dr. Wagoner hopes that by July 1, when the Convocation is held, you will be able to see these new signs in different areas of the campus. Dr. Wagoner stated The University Administration was very impressed with the style of architecture on the campus and would like for us to have ready for the Governor a particular sign for The University of North Carolina at Wilmington in keeping with our Colonial design.

Dr. Wagoner asked Mr. Price to relate some of the recent experiences of gifts to the College. The College has had an excellent year where these things are concerned and Dr. Wagoner felt they should be read into the minutes.

CAPITAL IMPROVEMENTS

Kenan Foundation (Additional)	\$ 221,373.00
Title 1 Grant-HEW (Educ-Psy Bldg)	24,000.00
Wilmington College Foundation(landscaping)	400.00 \$ 245,773.00

EDUCATIONAL

Corning Glass Foundation	1,500.00
Title VI Grant (Scientific equipment)	25,000.00
Title III Grant (Pembroke)	38,350.00
Title III Grant (St. Andrews)	5,781.00 \$ 70,631.00

SCHOLARSHIP

Lettie Pate Whitehead Fund	1,000.00
Burlington Industries Foundation	210.00
Eliza Collins' Estate	35,000.00 \$ 36,210.00

INDEPENDENT RESEARCH

Talent Research Project	102,298.00
Wilmington College Foundation	1,000.00 \$ 103,298.00

LIBRARY

Various (6)	230.00
North Carolina National Bank	1,000.00
Friends of Wilmington College	4,331.00 \$ 5,561.00

<u>ALUMNI</u>			
Various (7)		105.00	\$ 105.00
<u>GENERAL</u>			
Various (2)		100.00	
First Citizens Bank		500.00	
New Hanover County		579.80	
Kirkum Estate		6,003.51	\$ 7,183.31
<b>TOTAL</b>			<b>\$ 468,761.31</b>

Mr. Smith moved these gifts be accepted. Motion seconded by Dr. Hartford and passed.

Mr. Price apologized for not having the per diem checks ready for members of the Board and said he would put them in the mail immediately.

Mr. Price brought to the attention of Board members a shortage in the baseball "playoffs" held recently by Mr. Brooks, chairman of the Athletic Department. We did not make expenses on the gate receipts and came up about \$475.00 short. Mr. Brooks raised \$125.00 from other sources and we need an additional \$350.00. It was suggested the trustees endorse and return their per diem checks to take care of this shortage.

Dr. Wagoner presented an item of tenure for discussion. He stated that Dr. Reynolds had called to his attention the fact that our magnificnet Librarian has never formally been extended tenure although we look upon her as a tenured member of our faculty. Dr. Wagoner concurred with Dr. Reynolds on the recommendation that Miss Helen Hagan be extended tenure retroactive to 1966. A motion was made by Judge Tillery and seconded by Mr. Schwartz that Miss Hagan receive this recognition. Motion passed unanimously.

Dr. Reynolds presented the following for approval by the Board:

Mr. James Dickson, visiting professor  
Mr. Michael Bradley, assistant professor of psychology  
Mr. James Collier, Jr., assistant professor of English  
Dr. James Rush Beeler, professor of French

Dr. Reynolds also requested tenure for Dr. James Rush Beeler. A motion was made by Dr. Hartford and seconded by Mrs. Hogue that these faculty recommendations be accepted. After much discussion as to why these new faculty prospects were not presented to the Executive Committee for approval, a substitute motion was made by Mr. Marshall that these prospects be referred to the Executive Committee for approval. Motion was seconded by Mr. Hewlett. Motion carried.

Report of Committees:

Executive Committee: Mr. Schwartz, chairman, presented the following minutes:

MINUTES OF THE EXECUTIVE COMMITTEE MEETING  
OF WILMINGTON COLLEGE  
May 21, 1969

"A meeting of the Executive Committee of the Wilmington College Board of Trustees was held in the Board Room of the Wachovia Bank May 21, 1969, at 2:30 p.m. Mr. B. D. Schwartz, chairman of the committee, presided.

The following were present:

Mr. F. B. Graham  
Mr. Addison Hewlett  
Mr. Alana Marshall

Judge Bradford Tillery  
Mr. B. D. Schwartz

Representing the College were:

Dr. William H. Wagoner  
Dr. J. Paul Reynolds  
Mr. James A. Price, Jr.

The matter of assistance for faculty to study this summer was discussed. Each request was discussed on basis of need and availability of funds.

A motion was made by Mr. Graham, seconded by Mr. Hewlett, and passed that the \$2,509.00 Kenand Fund Income, to be available in June, be given to the following faculty members in amounts as listed:

Nance-----	\$ 400.00	Hudson-----	\$ 200.00
Crews-----	430.00	Rosselot-----	166.00
Lowe-----	400.00	Nelson-----	200.00
Dempsey-----	100.00	Rogers-----	338.00
Appleton-----	275.00		

A motion was made by Mr. Hewlett, seconded by Mr. Graham and passed that the following funds, when available, from the Kenan Fund Income be disbursed as follows:

Art Department-----	\$ 1,000.00
Music Department-----	700.00
Drama Department-----	700.00

A motion was made by Mr. Graham and seconded by Mr. Hewlett that the Executive Committee recommends to the Wilmington College Foundation the purchase of house and lot at 1709 Market Street and that when funds become available from the State that this house and lot be purchased by the College. (This property known as the Mintz home separates the President's home and the Wise property). This was passed.

A motion was made by Mr. Marshall and seconded by Judge Tillery that \$1,500.00 be allocated from the income of the Kenan Fund for the President's discretionary fund. This was passed.

A motion was made by Judge Tillery and seconded by Mr. Graham that the following resolution be adopted:

"WHEREAS, Mr. and Mrs. Lawrence Lewis, Jr., and Mr. and Mrs. James L. Wiley, have graciously donated to the State of North Carolina for the use of Wilmington College the home and grounds of the late Jessie Kenan Wise, and

WHEREAS, the acquisition by the College of these valuable properties offers great potential for the future development of the College;

NOW THEREFORE BE IT RESOLVED, That the Board of Trustees of Wilmington College expresses sincere appreciation to Mr. and Mrs. Lewis and to Mr. and Mrs. Wiley for this generous donation."

There being no further business, the meeting was adjourned.

B. B. Schwartz

B. D. Schwartz

Chairman"

Mr. Schwartz moved that these minutes be approved. Seconded by Mr. Marshall. Motion carried.

Building and Grounds: Mr. Trask, chairman, reported. He recalled that the firm of Altobellies and Associates had been recommended by his committee to be used for the design of the Business and Economics Building. After some discussion, Mr. Trask made a motion that the Board of Trustees of Wilmington College recommend to the UNC Board that the firm of Altobellie and Associates be given every consideration in the planning of the Business and Economics Building. Seconded by Mr. Hewlett. Motion carried.

Oceanography: Dr. Wagoner stated that Dr. John Lyman of The University, is quite interested in this program. Dr. Duncan Randall is chairing a Faculty Committee to work in this area with Dr. Lyman.

New Business:

Judge Tillery stated that due to the fact that this was the last meeting of the Board he would like to make the motion that the Executive Committee be commissioned to act, not only on the items presented by Dr. Reynolds, but on any other matters that may come up for attention between now and June 30, 1969. This motion was seconded by Mr. Marshall and passed.

Mr. Schwartz moved that a letter of appreciation be sent to Senator Burney, Representative Snead, and Representative Penton for their excellent help in the General Assembly. Motion was seconded by Mr. Marshall and passed.

Mr. Marshall, reporting for the nominating committee for the Wilmington College Foundation Board, presented the following names for approval:

Mr. William P. Emerson

Mr. Addison Hewlett, Jr.

Mr. Raiford G. Trask

After discussion, Mr. Marshall moved they be appointed for a three-year term. Motion was seconded by Judge Tillery. Passed Unanimously.

Mr. Hewlett moved that a letter of appreciation for such valuable service rendered to the State of North Carolina be sent to Mr. Frank B. Turner, retiring Director of Property Control and Construction Division. Mr. Schwartz seconded the motion. Motion carried.

Mr. Graham, chairman, states, "I would like at this time to express the Board's appreciation to Coach Bill Brooks for the dedicated job he has done for the College throughout the years; also to Mrs. Mary Parris, acting secretary, for the fine job she has done for the Board, keeping the minutes and being of such great help in keeping the chairman 'out of trouble.'

I would like to thank each and every member of our Board for their wonderful help and support for every program fostered by the College. I have never served with a finer and more dedicated group.

To President Wagoner, Dr. Randall, Dean Reynolds, Dean Crews, Dean Brown, Dean Cheek, Mr. James Price, and to each member of the faculty, I would like to express my appreciation for the excellent job they are performing, and also to Mr. Thomas Noe, Plant Engineer, Gary Chadwick, Hugh Newkirk, and other student leaders for the fine contribution they are making toward the betterment of our College."

Mr. Graham also said, "There is one final thought I would like to leave with Chancellor Wagoner.

The University of North Carolina at Wilmington occupies a unique position in this area of our State. Until the establishment of Wilmington College, all of Southeastern North Carolina, you might say, was a nonproductive desert as far as higher education was concerned. Now as a full-fledged unit of The Greater University of North Carolina this institution should become the nerve center for the total development of the Southeast Region. With the powerful resources of The Greater University, with a definite, strong, and imaginative program for Research and Development, the future of this University and of our area for good solid growth is unlimited.

Dr. Wagoner, you have our complete confidence and good wishes for the interesting years lying ahead."

Dr. Wagoner replied: "This is a happy occasion for me and also a very sad one. I can never express to you Mr. Chairman, nor to the members of this Board, exactly how I feel, having had you express the confidence that you expressed in me almost a year ago. I would say to you that when I have had second thoughts, I am not at all sure I would trade my twelve for the existing one hundred. I would share with you that I am still a freshman president. Freshment came to this campus last September and they are now sophomores. I will never have the opportunity to say I was a sophomore president. The tenure of a college president in this country is getting shorter and shorter, and my tenure has been ridiculously so. I would say to you, all of you, that this experience that I have had with you has been the most pleasant, the most rewarding, the most stimulating of my life, and particularly so, Mr. Chairman, since I was born in Eastern North Carolina. Except for the opportunities made available by my State and by individuals such as you, I, and thousands of other North Carolinians like me would have

very little opportunity. I don't wish to end on a sad note at all except to say to you, as I have said on many occasions to other people, that legally you will face your demise at twelve midnight on June 30, but as far as I am concerned you will always be a 'Trustee of Wilmington College.' Thank you for this opportunity."

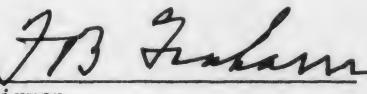
Mr. Marshall asked that a resolution of appreciation be sent to the press for their excellent coverage through the years. Seconded by Mr. Hewlett. Motion carried. The resolution will be sent to the following:

Star-News Newspapers, Inc.  
WECT Television Station  
WWAY Television  
WKLM Radio Station  
WMFD Radio Station  
WGNI Radio Station  
WHSL Radio Station  
The Wilmington Journal  
The Hanover Sun

Judge Tillery closed the meeting with the following:

"May the road rise to meet you  
May the wind be always to your back  
May the sun shine warm upon your face  
The rain fall soft upon your fields  
And until we meet again  
May God hold you in the palm of His hand."

The meeting was adjourned at 9:30 p.m.

  
\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Secretary

STATE OF NORTH CAROLINA

COUNTY OF NEW HANOVER

THIS INDENTURE, made and entered into this 17th day of June 1969, by and between the BOARD OF TRUSTEES OF WILMINGTON COLLEGE, party of the first part, and the UNIVERSITY OF NORTH CAROLINA, party of the second part,

W I T N E S S E T H:

THAT WHEREAS, by Chapter 116, section 39.1, of the General Statutes of North Carolina, as enacted by the General Assembly of North Carolina in 1969, Board of Trustees of Wilmington College is authorized and directed to convey to the University of North Carolina all its right, title and interest in and to the real and personal property of Wilmington College; and

WHEREAS, the Board of Trustees of Wilmington College by resolution duly adopted has authorized the execution of this instrument by its Chairman and its Secretary; and

WHEREAS, the University of North Carolina has approved and requested execution of this instrument,

NOW, THEREFORE, in consideration of the premises and pursuant to and in compliance with Chapter 116, section 39.1, of the General Statutes of North Carolina (Chapter 297, section 2, of the 1969 Session Laws), the party of the first part does hereby bargain, sell and convey unto the party of the second part, its successors and assigns, all its right, title,

and interest in and to all property, both real and personal, of Wilmington College, including, but not limited to, all endowments, executory contracts, and unexpended State appropriations, or other appropriations.

TO HAVE AND TO HOLD, unto the party of the second party, its successors and assigns, free and discharged of all right, claim, title, or interest of the party of the first part or any one claiming by, through or under it.

IN TESTIMONY WHEREOF, the party of the first part has caused this instrument to be executed in its name by its Chairman, attested by its Secretary, and its seal hereto affixed by virtue of authority duly given, as of the day and year first above written.

BOARD OF TRUSTEES OF WILMINGTON COLLEGE

BY: J.B. Graham  
CHAIRMAN

ATTEST:

Mrs. Celia Hogue Jr.  
SECRETARY

STATE OF NORTH CAROLINA

COUNTY OF NEW HANOVER

I, Beatrice W. Gaddy, a Notary Public  
in and for the County and State aforesaid, do hereby certify that  
Mrs. Cyrus Hogue, Jr. personally came before me  
this day and acknowledge that she is Secretary of The Board of Trustees  
of Wilmington College and that by authority duly given and as an act of  
said Board the foregoing instrument was signed by F.B.  
Graham, attested by herself as Secretary, and sealed  
with the common seal of said Board.

IN WITNESS WHEREOF, I have hereunto set my hand and Notarial  
Seal this 18<sup>th</sup> day of June 1969.

Beatrice W. Gaddy  
Notary Public

My commission expires:

My Commission Expires December 5, 1969

I, Beatrice W. Gaddy, do certify that the foregoing  
document of conveyance of all real and personal properties of  
Wilmington College to The University of North Carolina and the  
resolution authorizing the execution of the document of conveyance  
are true and accurate copies.

RESOLUTION OF THE BOARD OF TRUSTEES OF  
WILMINGTON COLLEGE

WHEREAS, pursuant to Chapter 297 of the 1969 Session Laws of the General Assembly of North Carolina, Wilmington College will become a campus of the University of North Carolina designated as The University of North Carolina at Wilmington; and

WHEREAS, said Chapter prescribes that on or before July 1, 1969 the Board of Trustees of Wilmington College shall convey to the University of North Carolina, without consideration, all right, title and interest of the Board of Trustees of Wilmington College in and to the real and personal property of Wilmington College, including all endowments, executory contracts and unexpended State appropriations or other appropriations; and

WHEREAS, a proposed indenture has been presented to and considered by this Board for the purpose of carrying out the aforesaid directive of the General Assembly of North Carolina,

NOW, THEREFORE, BE IT RESOLVED that the Chairman and the Secretary of the Board of Trustees of Wilmington College be and they are hereby authorized, empowered and directed to execute and deliver on behalf of the Board of Trustees of Wilmington College to the University of North Carolina an indenture conveying the property of Wilmington College as set forth therein in the form presented to and considered at this meeting; and

IT IS FURTHER RESOLVED that a copy of said indenture presented and considered at this meeting be filed or recorded with the minutes.

CERTIFICATE

The Undersigned Secretary of the Board of Trustees of Wilmington College hereby certifies that the Resolution attached hereto marked Exhibit A was duly adopted at a duly held meeting of the Board of Trustees of Wilmington College on the 17th day of June 1969 and that said Resolution has not been amended and continues in full force and effect.

This the 17th day of June 1969.

Mrs. Cyrus Stogner, Jr.  
Secretary

ROLL FOR BOARD OF TRUSTEES  
1968-69

	7/23	8/27	9/30	10/22	12/10	2/25	3/25	6/17
<u>CORBETT, WILLIAM HORACE</u>	X	X						
<u>COVILLE, FREDERICK</u>	X	X		X	X	X	X	
<u>GRAHAM, FREDERICK B.</u>	X	X	X		X	X	X	X
<u>HARTFORD, DR. CHARLES E.</u>			X		X		X	X
<u>HEWLETT, ADDISON, JR.</u>		X	X			X	X	X
<u>HOGUE, MRS. CYRUS D., JR.</u>	X		X	X	X		X	X
<u>MARSHALL, ALAN A.</u>			X	X				X
<u>SCHWARTZ, B. D.</u>	X	X	X	X	X	X	X	X
<u>SMITH, JAMES M.</u>	X			X			X	X
<u>TILLERY, L. BRADFORD</u>	X	X	X	X	X	X	X	X
<u>TOMLINSON, EUGENE B., JR.</u>	X	X			X	X		
<u>TRASK, RAIFORD G.</u>	X	X	X	X	X		X	X